

# English Courses

**User manual** for admins and teachers



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## Introduction of Holmwood's Online Learning

This manual explains briefly the most important aspects of the online courses English Premium, Chinese Premium and Holmwood's Essentials.

### Use of terms

#### English Premium

Holmwood's English Premium allows students to learn independently at their own speed and level, yet still taking an active part in class activities. This new English course has been specially developed for primary and secondary education with a seamless transition between schools.

#### Chinese Premium

Holmwood's online Chinese course is full of authentic Chinese text and dialogue with special attention to learning characters, pinyin and pronunciation. With this course students can not only study at school, but also independently at home.

#### English Essentials

With English Essentials we provide a wide range of study materials for students of all different abilities and levels. Students can practice English at their own level and pace, either at school or at home.

#### Student

A student / pupil / any person who uses the program to learn English

#### Teacher

A teacher / trainer / any person who manages a class of students

#### School admin

Any person who has full control of Holmwood's at entire school level, including the function of adding students, teachers and other admins.

### Support, FAQ's and contact

If you have questions, please contact [support@holmwoods.eu](mailto:support@holmwoods.eu) or via the contact form on the website.

## How to set up and use a school account (for all courses)

Setting up a new school starts with creating an account. If you already have a school admin account you can go straight to "[Creating an import list](#)" on page 9. If you do not yet have a school account you should browse to <http://www.teflresources.eu> and fill in the registration form at the bottom of the page.

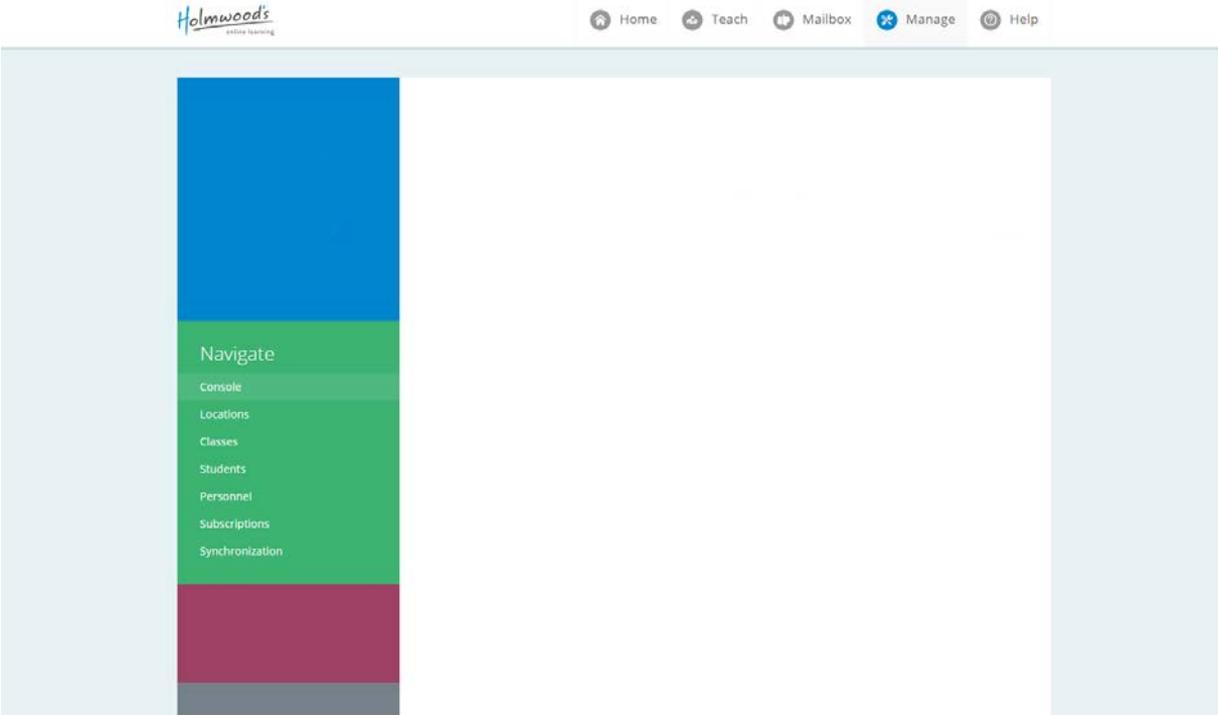
Notes:

You can change your language at the bottom right of the screen.

Holmwood's websites require secure modern browsers. If you have problems with displaying the website, please check your browser on <https://learning.holmwoods.eu/About/Device>. We recommend using Google Chrome, Mozilla Firefox or Internet Explorer 11 or newer. Apple Safari is not supported because of restrictions on audio recording from the browser.

# Navigation Menus

There are two main menus for navigating. The top menu which is always present and the left menu in green, which is present in combination with the "Manage" menu on the top menu bar and the "Results" page.



## The Top Menu

### Home

From home you can navigate to other areas and also view useful information.

### Teach

From the teach menu you can:

- [Browse teacher only content](#) (Premium)
- Download worksheets and teacher guides (Premium)
- Browse student content
- Change settings directly related to the courses
- View students' results. Results are shown in various forms depending on the course. For more information go to:
  - [Essentials Results](#)
  - [Premium Results](#)

### Manage

The manage menu is used for any non-course specific changes. So for adding students, teachers, classes, locations, and assigning subscriptions.

### Help

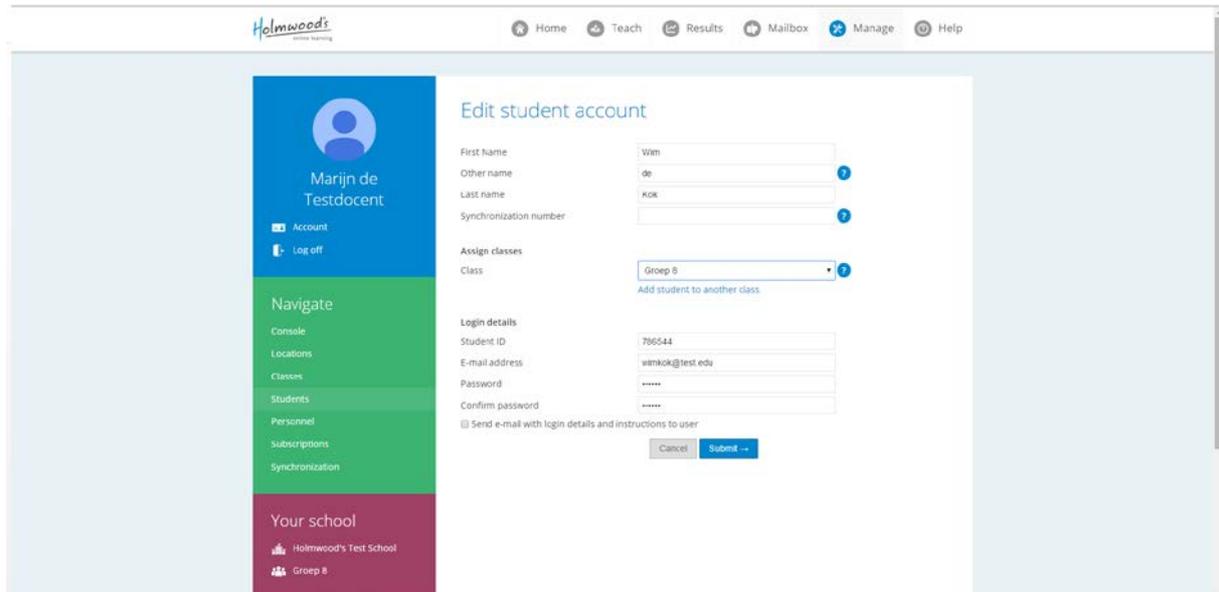
In the help section you can find answers to frequently asked questions. Also, we provide useful information on updates and new features through this section.

## Adding students

The quickest way to add students is [to import a list](#) using an Excel file or a .csv file. It is also possible to add students manually.

## Adding students manually

To do this click on “Students” and then “Manually create a new user account”.



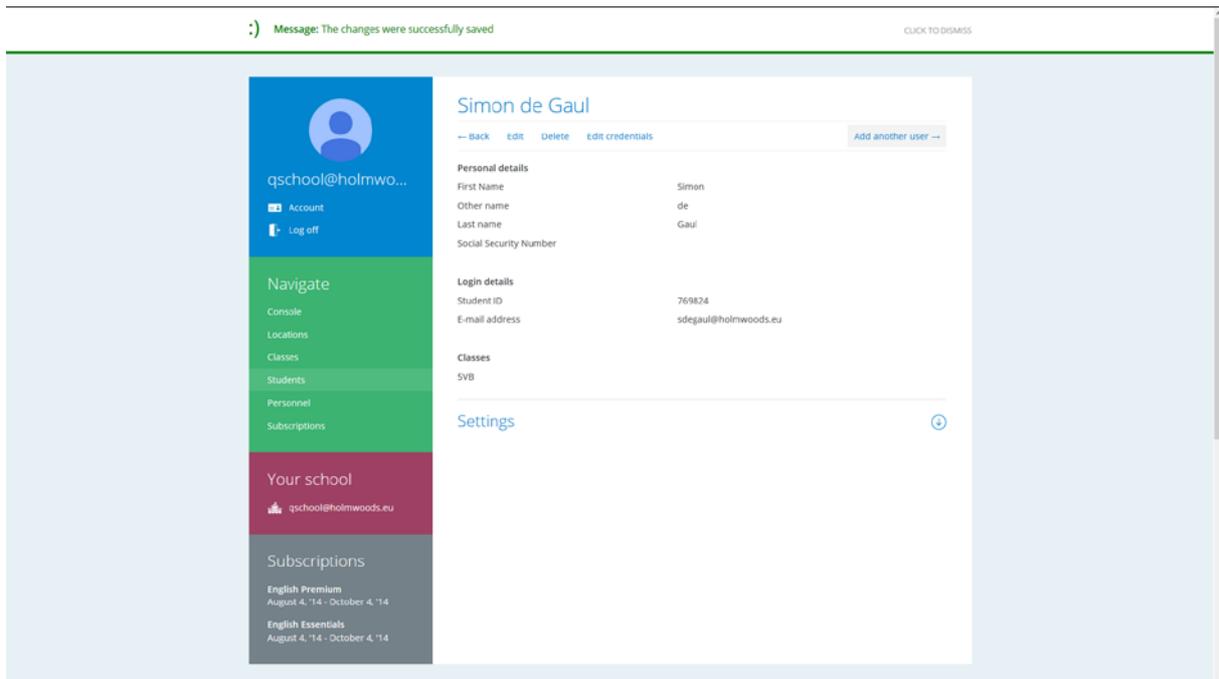
Complete the form. Select a class from the drop down menu. A student may be in more than one class. For example one class may have a subscription to English Essentials and another class may have a subscription to Chinese Premium.

These fields are compulsory:

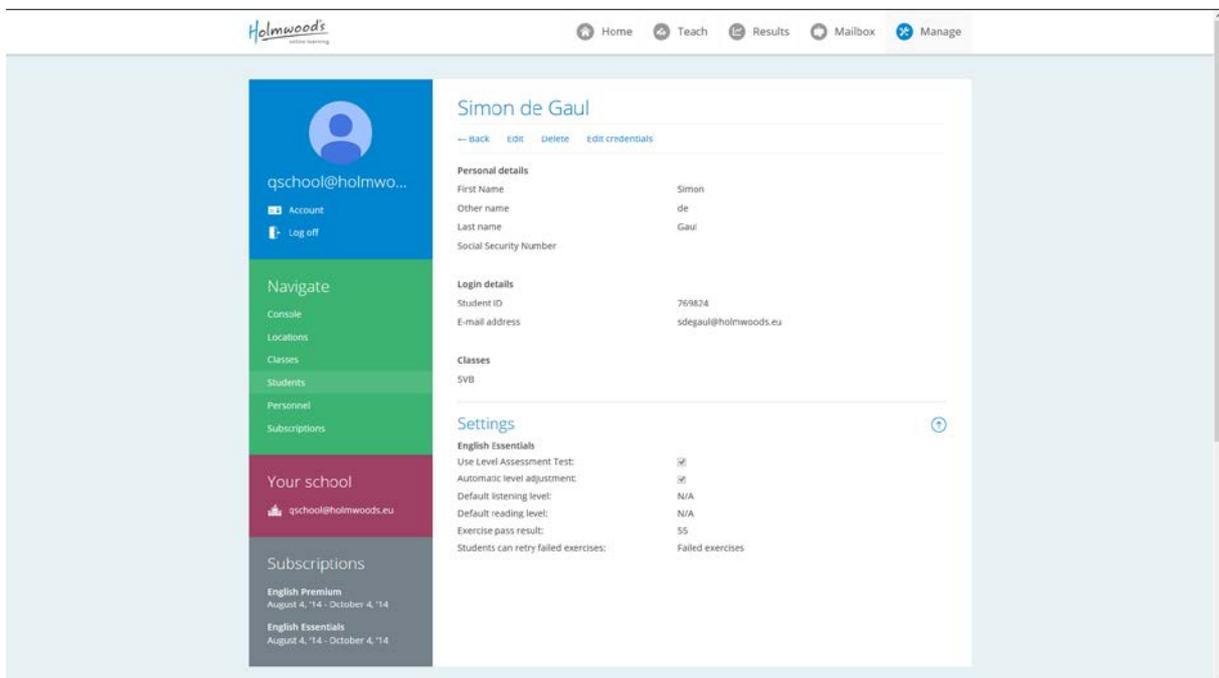
- **First Name**
- **Last Name**
- **Class**
- **Email address**

Once you have completed the form, click on “Submit”.

A confirmation screen will appear with the option to add another user (top right).



If you click the arrow level with the "Settings" You will see the default settings for this user. You cannot make changes from this page. To make changes you will need to navigate to "[course settings](#)".



## Adding students using a list

### Creating an import list

If your school has an electronic student management system, it is probable that it has an export function. Ask the administrator to provide you with an export with the following fields.

- Student School Number or School ID
- First Name
- Other Name
- Last Name
- Class
- Email address
- Password
- Location

### Notes

- The fields in **bold letters** are compulsory. You will not be able to add the students unless these fields are completed.
- Please do not put First Name and Last Name in one field. It will not work!
- Each email address must be unique. Email addresses are used as usernames and to inform students of deadlines set by teachers. They are not passed on to third parties. Please see Holmwood's privacy policy.
- You may add a unique synchronization number. This is used when students change from one school to another. If you want to use synchronization numbers, please contact [support@holmwoods.eu](mailto:support@holmwoods.eu).
- All classes entered in the import file will be created automatically by the system
- All locations entered in the import file will be created automatically by the system.
- If you do not add a password, a password will be automatically created.
- Do not leave empty lines between entries

If you do not have an electronic management system and only have a small school, it is advisable to create your own Excel list with the details as given above. This document remains a handy record of students' usernames and passwords.

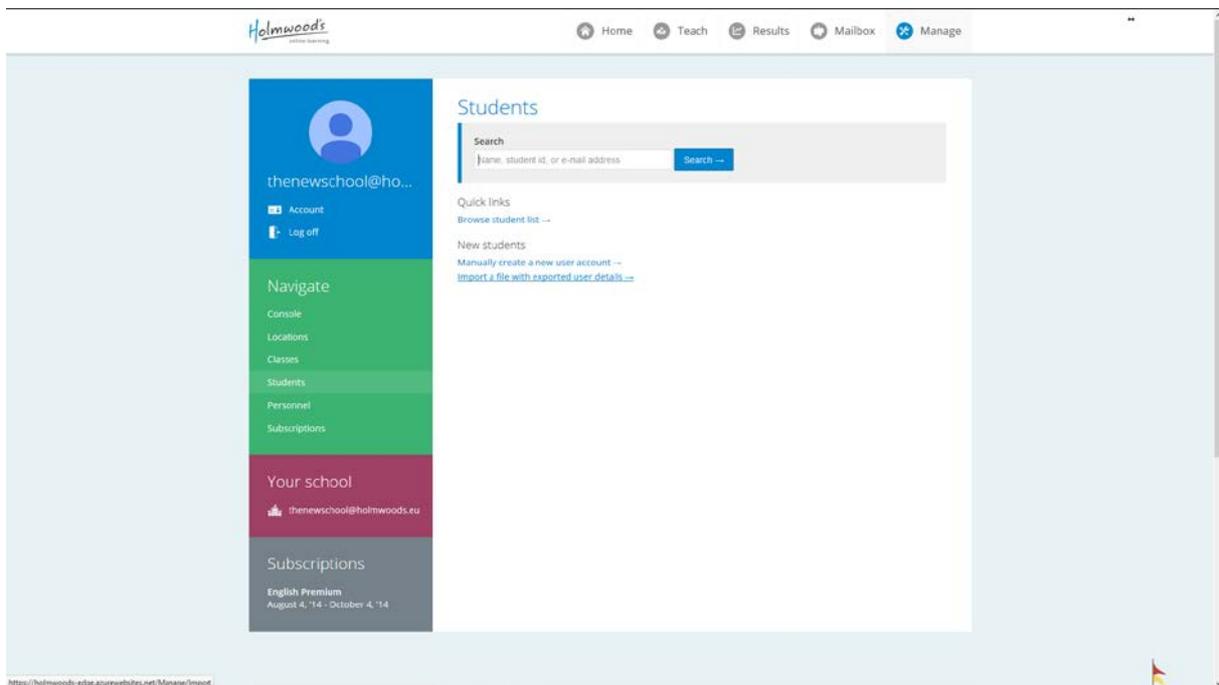
The list should be saved as .xlsx, .xls or .csv

### Example import List

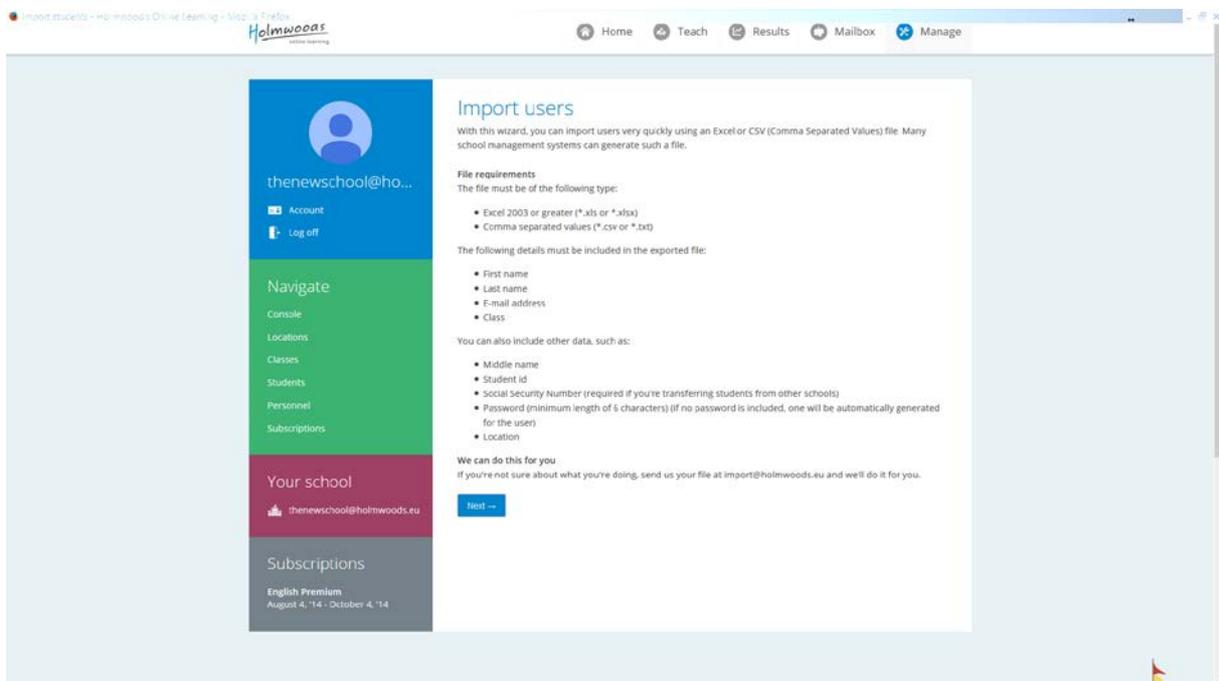
	<b>National</b>								
1	<b>Student ID</b>	<b>Student School ID</b>	<b>First Name (Comp)</b>	<b>Other name</b>	<b>Last name (Comp)</b>	<b>Class (Comp)</b>	<b>Email address (Compulsory)</b>	<b>Password</b>	<b>Location</b>
2	H10001001	21210001	Albert		Achterberg	2HA	<a href="mailto:12AA@demoschool.nl">12AA@demoschool.nl</a>	JHGjhg87	Den Haag
3	H10001002	21210002	Piet	de	Groot	2HA	<a href="mailto:12PDG@demoschool.nl">12PDG@demoschool.nl</a>	TGr56TGr	Den Haag
4	H10001003	21210003	Johan	van	Dam	2HA	<a href="mailto:12JVD@demoschool.nl">12JVD@demoschool.nl</a>	NBYt786	Den Haag
5	H10001004	21210004	Achmed		Bland	2HA	<a href="mailto:12AB@demoschool.nl">12AB@demoschool.nl</a>	NB7Gf54	Den Haag

## Importing Students

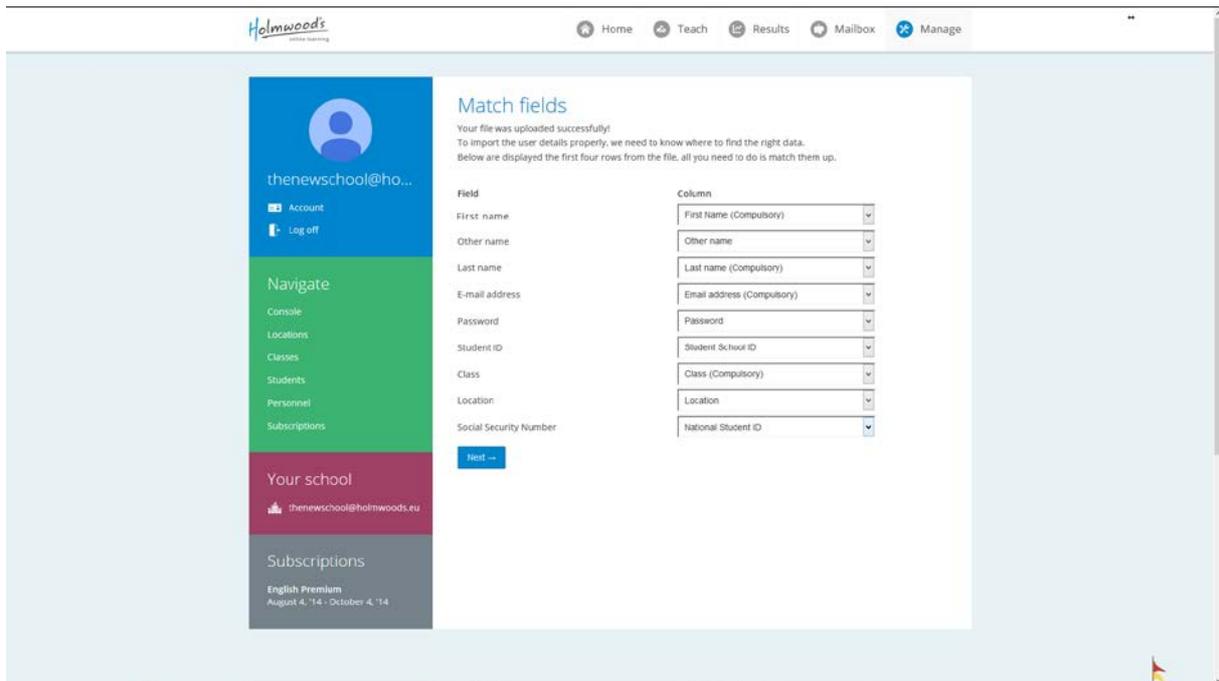
Once you have the import list and you are confident that it is completed correctly, click on "Students". Then click on "Import a file with exported user details".



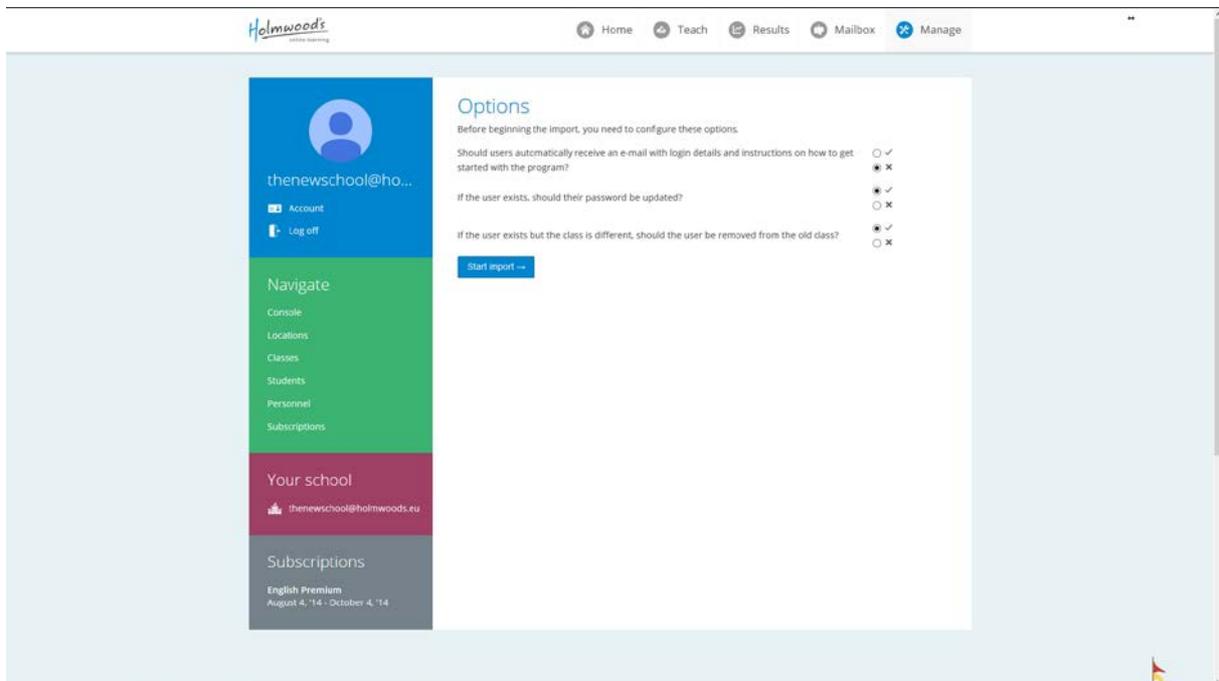
This page provides you with information about importing.



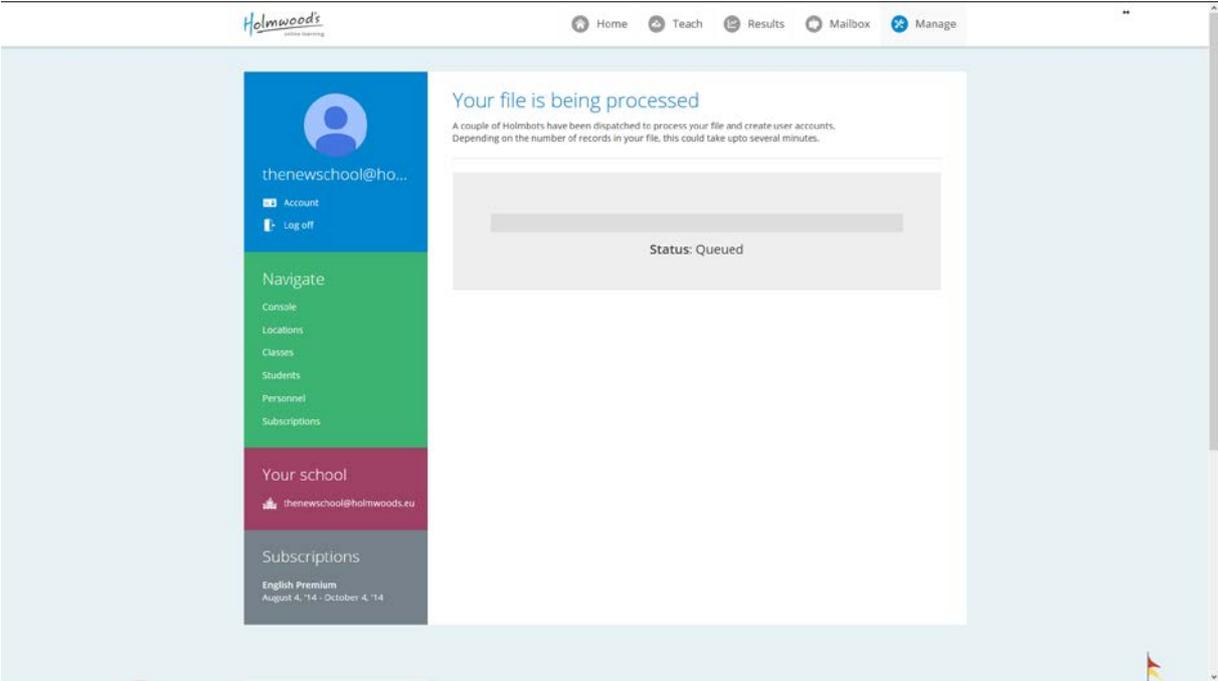
Select the Excel or .csv file. Match the columns with the fields where necessary and click “next”



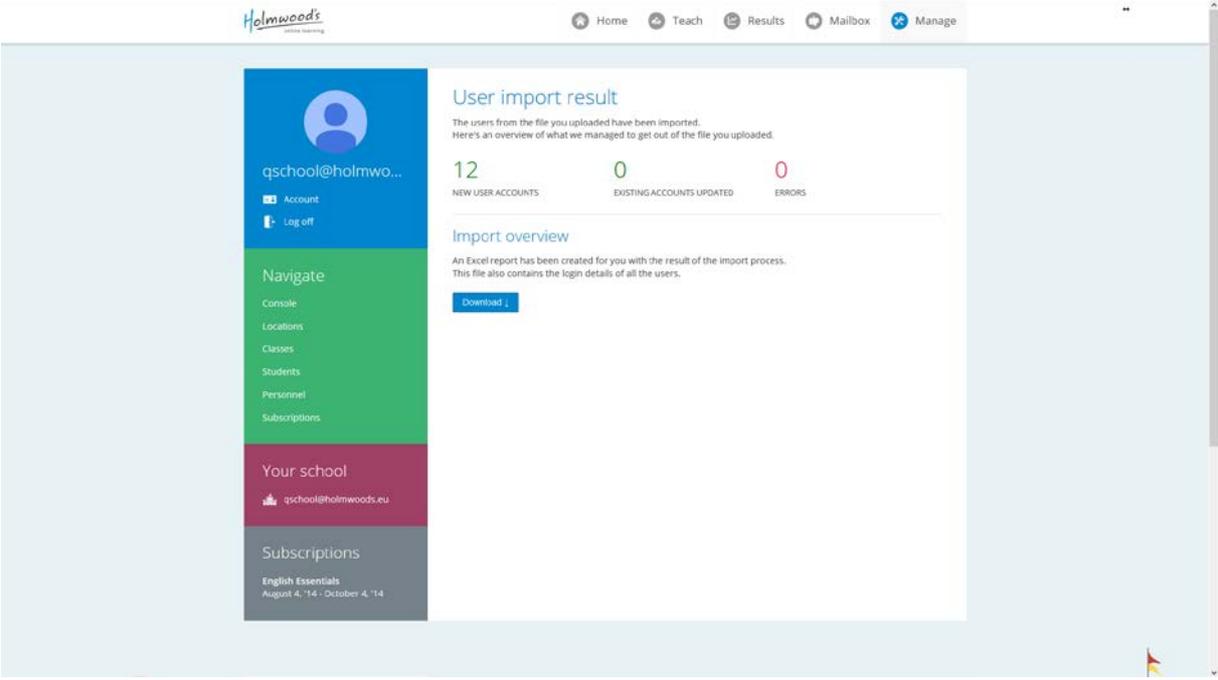
You can choose whether or not you want to send students an email with their login details, whether or not to reset passwords of existing user accounts and whether or not to remove existing students from their old classes. Select the options you require and click “start import”



You will see a status bar showing the progress of the import. This can take up to 30 minutes depending on the amount of students. For small schools with less than 500 students the process should take less than 10 minutes. Please do not navigate away from the page during import.



Once the file has been imported the results will be shown.



You can download an import overview which will give details of any errors that have occurred and well as providing a record of the students' details including usernames and passwords.

1	User Import Summary						
2	Date:	2014-08-04					
3							
4	First name	Other name	Last name	Class	Username	Password	Status
5	Albert		Achterberg	2HA	12AA@demoschool.nl	JHGjhg87	Created
6	Piet	de	Groot	2HA	12PDG@demoschool.nl	TGr56TGr	Created
7	Johan	van	Dam	2HA	12JVD@demoschool.nl	NBYt786	Created
8	Achmed		Bland	2HA	12AB@demoschool.nl	NB7Gf54	Created
9	Susan		Dupont	FCE	12SD@demoschool.nl	rxsToGKF	Created
10	Rachel		Crab	FCE	12RC@demoschool.nl	9srpKZGJ	Created
11	Guy	ëËÇ	Top	FCE	12GT@demoschool.nl	Rwrcn40S	Created
12	Lukas		Smit	5VB	12LS@demoschool.nl	v5cny7P6	Created
13	Pablo	dé	Alvarez	5VB	12PDA@demoschool.nl	NB786fr\$	Created
14	Ami		Dovaka	5VB	12AD@demoschool.nl	Ztpy01oB	Created
15	Yvonne		Fong	5VB	12YF@demoschool.nl	M6b7AzGx	Created
16	Arthur	van	Ariesen	5VB	12AVA@demoschool.nl	kO2ee7Bk	Created
17							
18							
19							
20							
21							

## Synchronisation of existing student accounts

If existing student accounts should be updated, e.g. moved to another class, you can include their existing details in the import list and insert the new class they should be in. During the import process, the system will check and update the existing accounts and automatically move users to the correct class.

The system checks for the following details. At least one of these details should be identical in the system and the import list in order to update the existing accounts.

1. Username (email address)
2. Synchronization number
3. Student ID

## Assigning/replacing students to classes

If you have student who haven't yet been assigned to a class or have to be replaced to another class, go to "Students" in the left green menu and click "Browse student list". Select the students you want to assign to a class/replace to another class. Click "Move", select a class from the drop down menu and click "OK".

To see student accounts that are not linked to any class, go to "Unassigned students" on the "Students" page.

The screenshot displays the 'Browse student list' interface. On the left, a sidebar for 'Test Teacher' includes options for 'Account' and 'Log off', a 'Navigate' menu with 'Students' selected, and 'Your school' information. The main area shows a table of students with columns for Name, E-mail address, and an 'Open' link. Below the table, there are controls for 'Move to class' (with a dropdown menu showing 'Groep 8' and 'HG') and 'Remove users from other classes', along with a 'Submit' button and pagination options.

## Removing student accounts

You can remove student accounts from the student list. Go to "Students" in the green menu on the left and click "Browse student list". Select the student accounts you wish to remove and click "Delete".

**Note:** When you delete a student account, all information will be removed. This cannot be undone. Therefore, please only delete student accounts you are sure will not be used in the future!

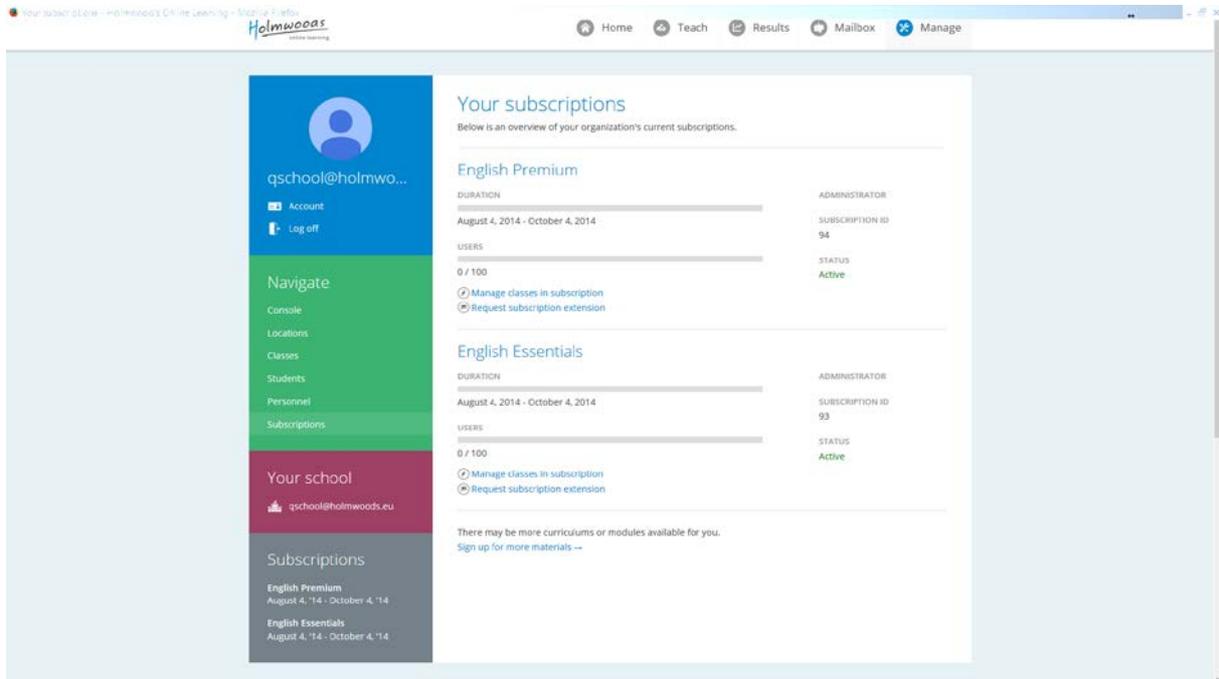
## Reset passwords

If you want, you can reset the passwords for an entire class or even the entire school with just one click. To do this, choose "Reset passwords" on the "Students" page. Choose the classes you want to reset the passwords for, choose whether or not you want to notify students about their new login details and click "Submit". A download with the new login details will be offered to you.

## Assigning subscriptions to classes

Once your students have been imported the next step is to assign subscriptions to classes. The classes have already been created in the import process.

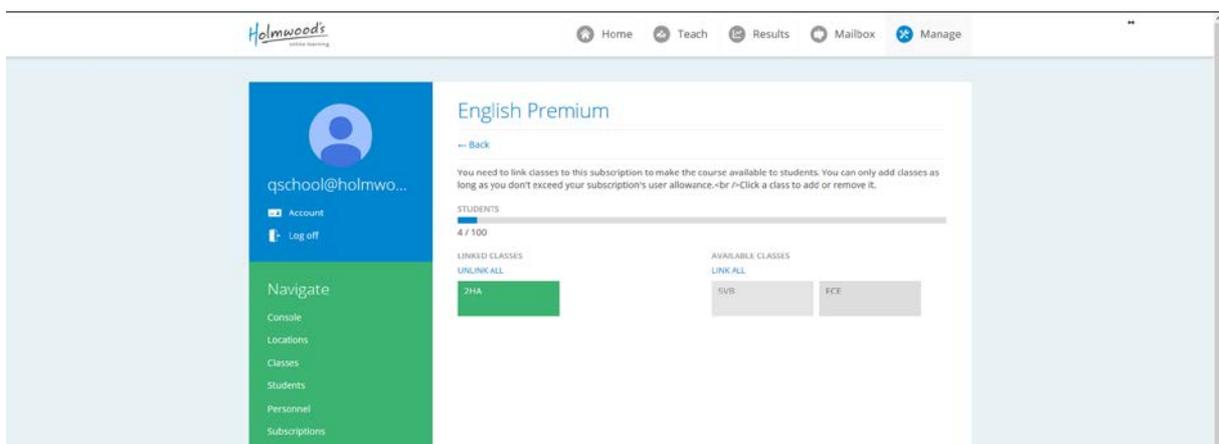
Using the green menu on the left side navigate to "Subscriptions"



Here you can see an overview of subscriptions. Here you can see that both English Premium and Essentials are available.

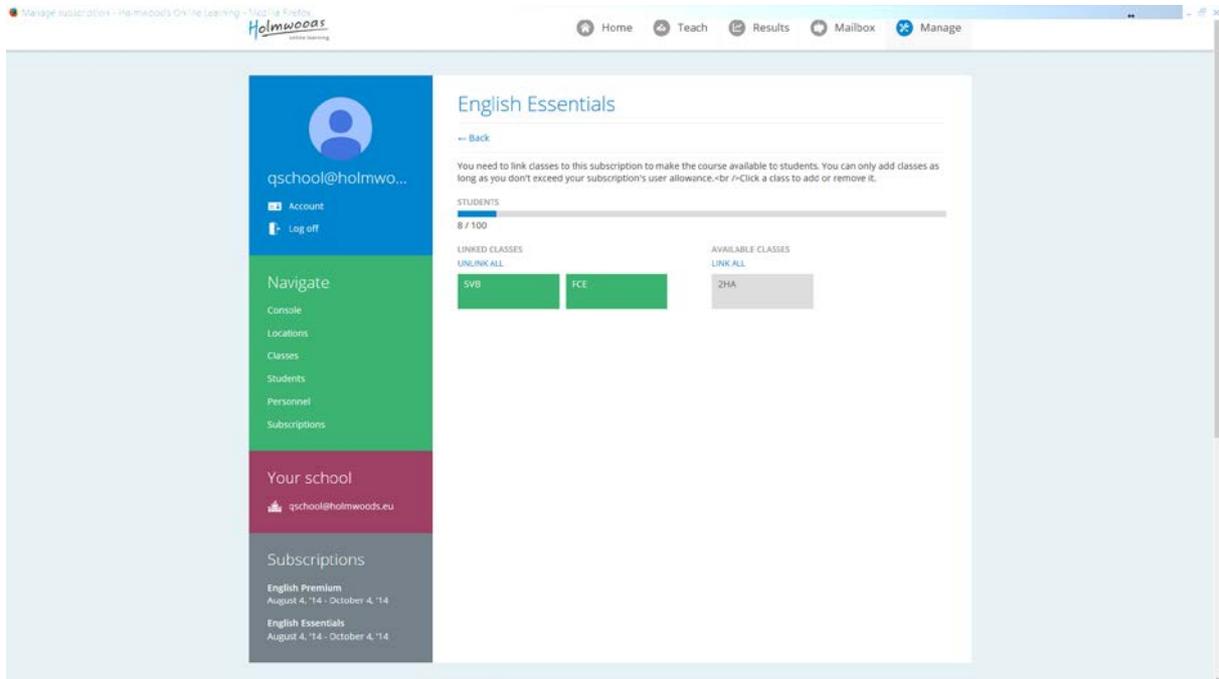
By the subscription you wish to use, click on "Manage classes in subscription"

Click on the class on the right side (in grey) which you want to be in the subscription.



In this case we have chosen 2HA to be in the English Premium subscription. Classes 5VB and FCE will not have access to English Premium.

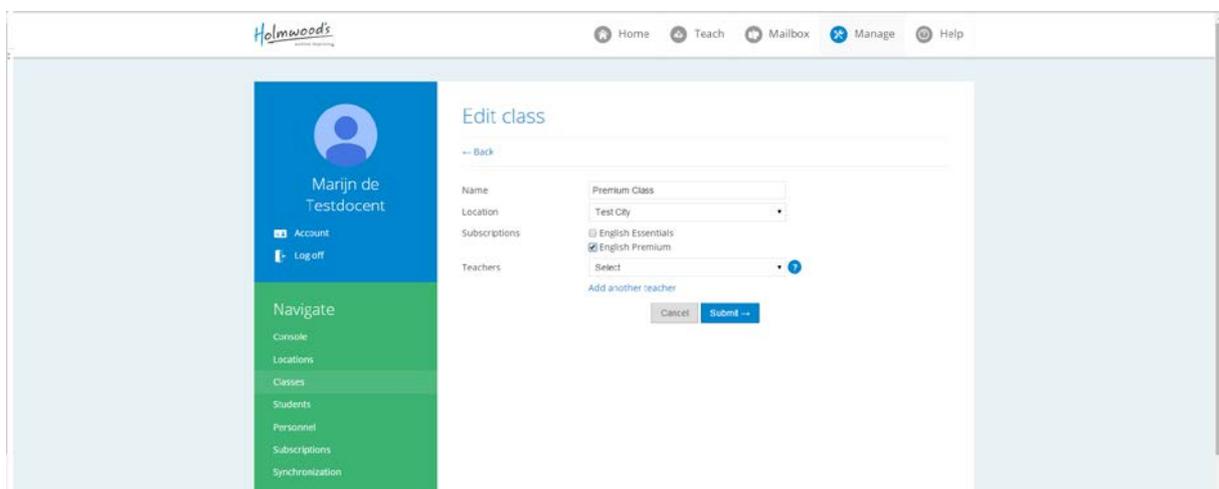
By clicking the back button, or on “Subscriptions” in the green left menu, you will return to the main subscription page where you can assign more classes or make changes. We will now add classes to the Essential subscription. Click on “Manage classes in subscription” in the Essential area and then click on the classes you want to add to Essentials. We have added 5VB and FCE. If you click on the classes again, they will be taken out of the subscription.



Students are now able to use Holmwood's. **Note:** Unless settings are changed students will start with an assessment test. If you want students to start at a fixed level, you should change the [course settings](#).

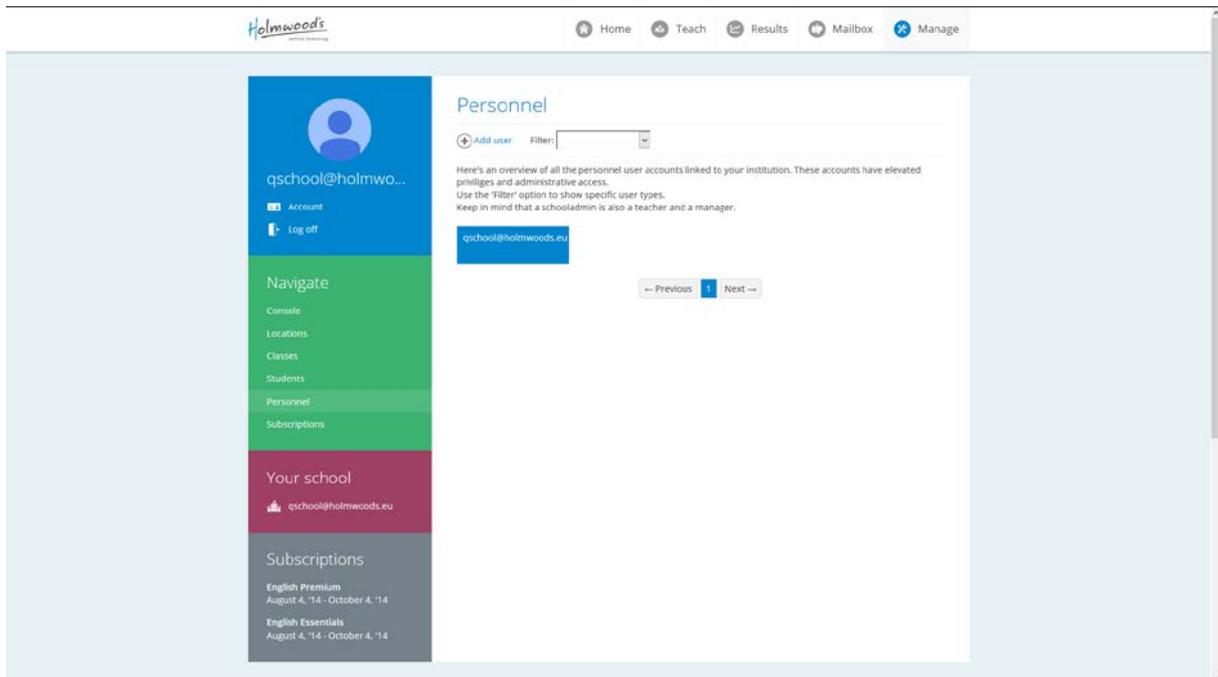
## Adding classes manually

It is possible to add a new class manually. Go to “Classes” in the green menu on the left and choose “New class”. Enter the class name, choose a subscription to assign the class to, assign teachers to the class and click “Submit”.

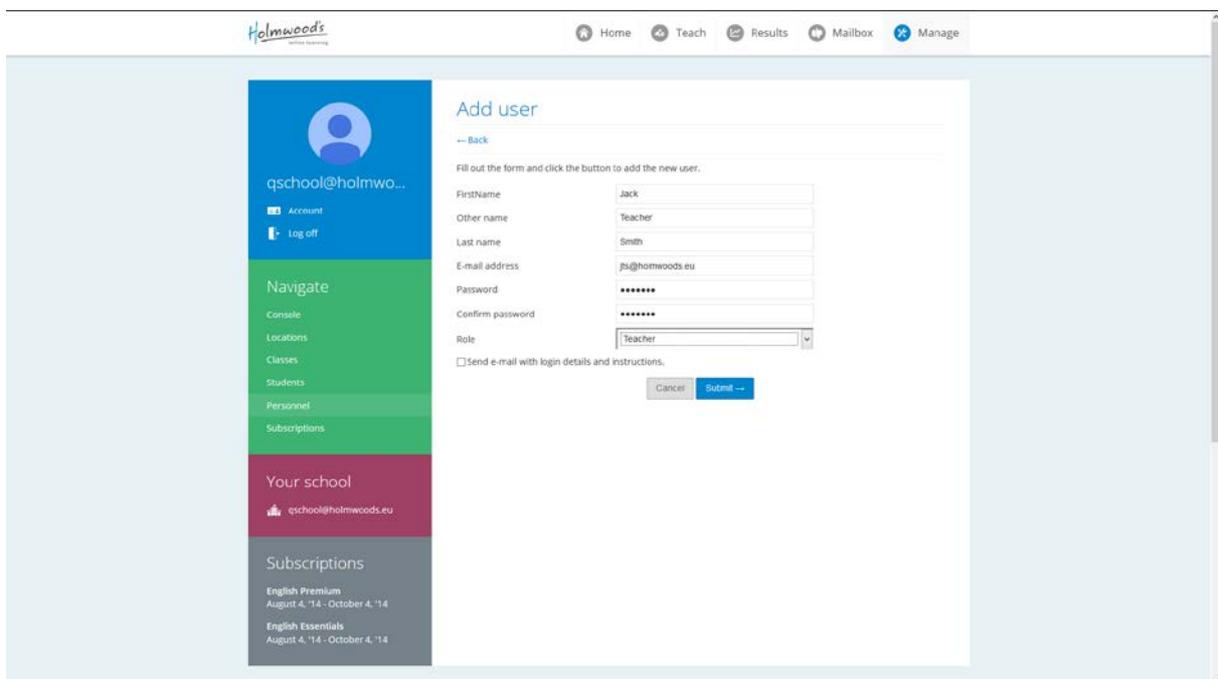


## Adding teachers

To add a teacher to the system click on "Personnel" in the left green menu bar.



Click "Add user" and fill in the form and select the role as "Teacher".

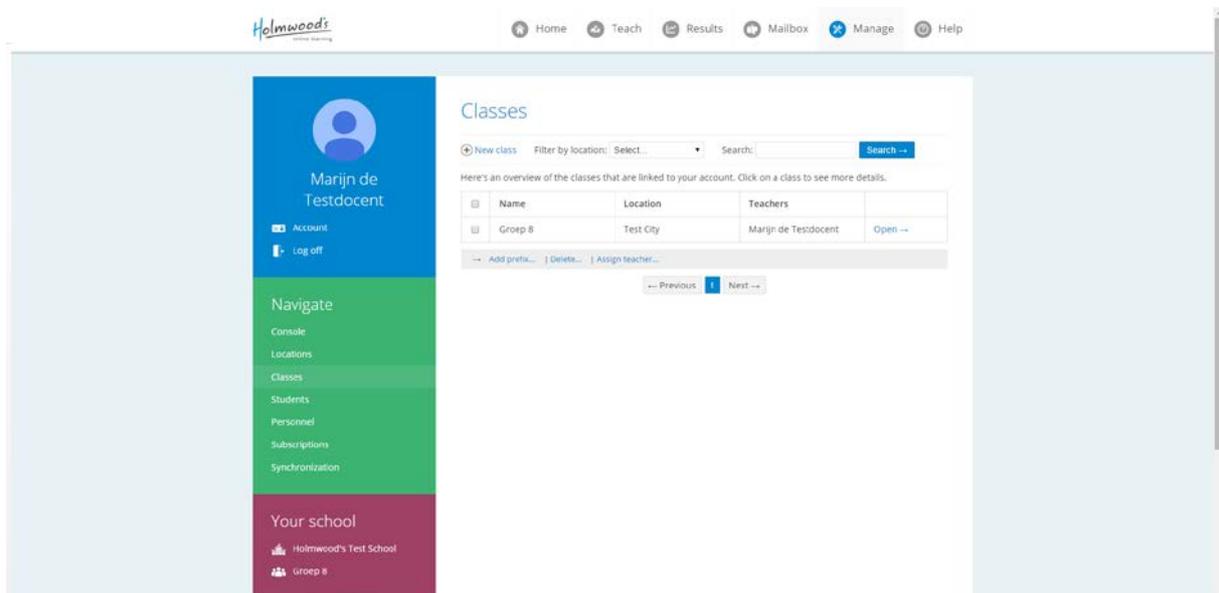


Click "Submit" when the form is complete and your new teacher has been added.

It is now necessary to assign the teacher to a class or classes.

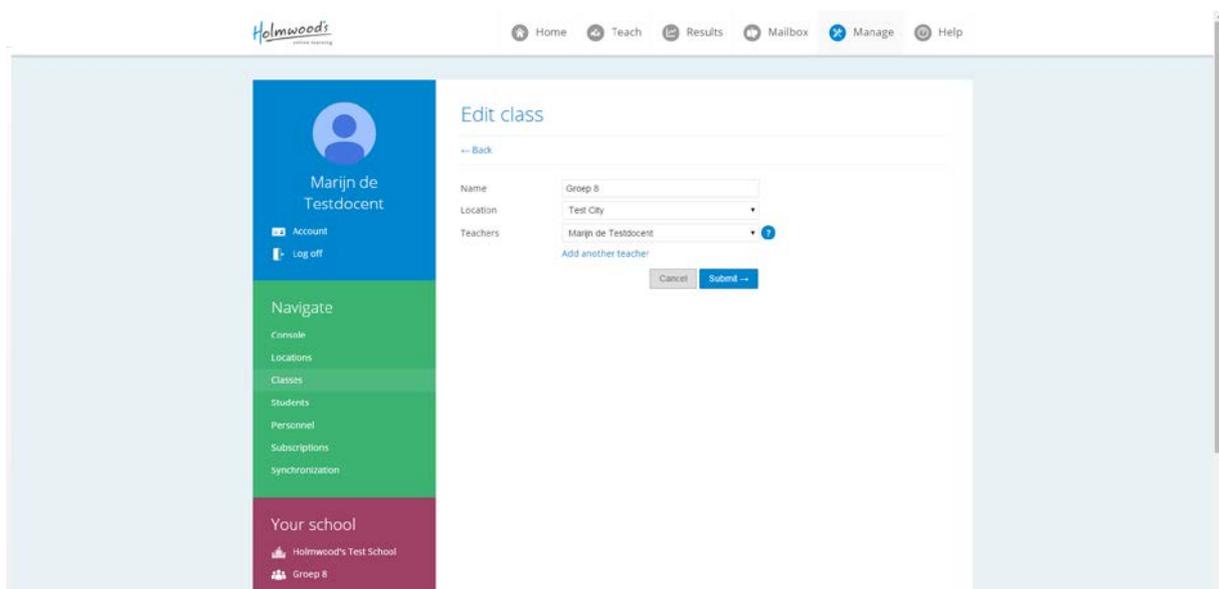
## Assigning teachers to classes and changing class location

Navigate to “Classes” via the green left menu and open up the class you want to assign a teacher to.



To add a teacher, go to “Edit”, click “Add another teacher” and select the teacher you want to assign the class to. Finally click “Submit”.

It is also possible to change the class location from this screen. Select the location and then click “Submit”.

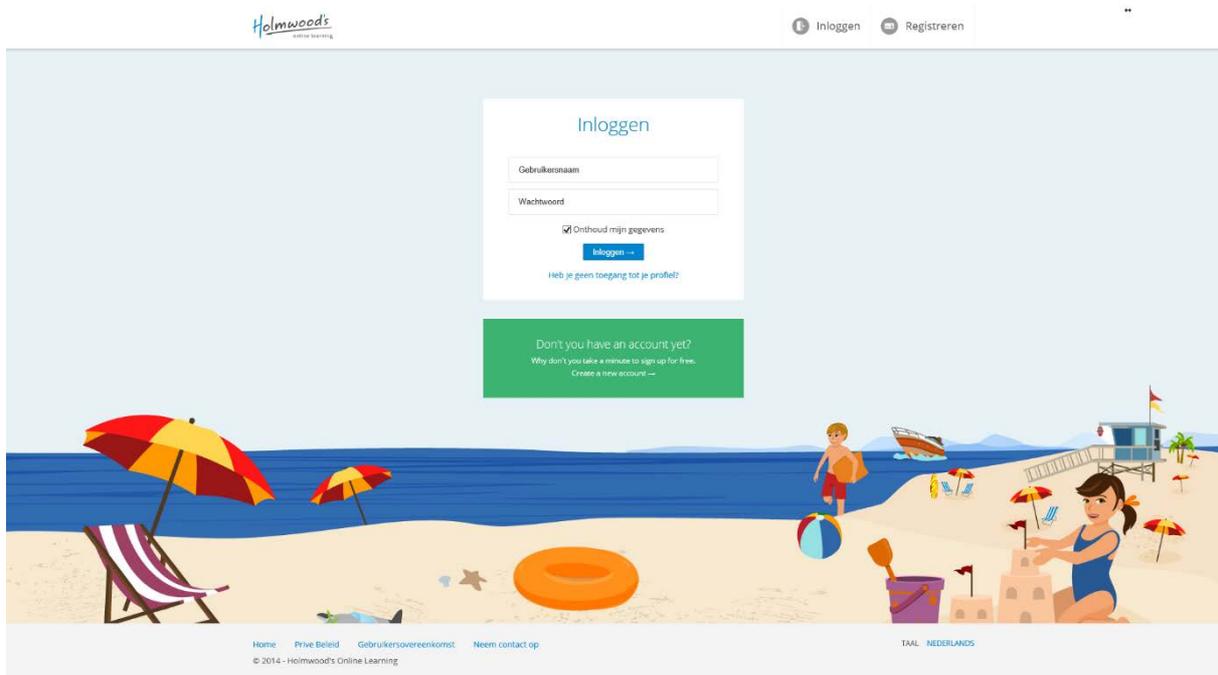


## Using Holmwood's as a Teacher

### Logging in

You can log into Holmwood's at <https://learning.holmwoods.eu>.

You will already have received an email from us or your school administrator with your username and password.



### Notes:

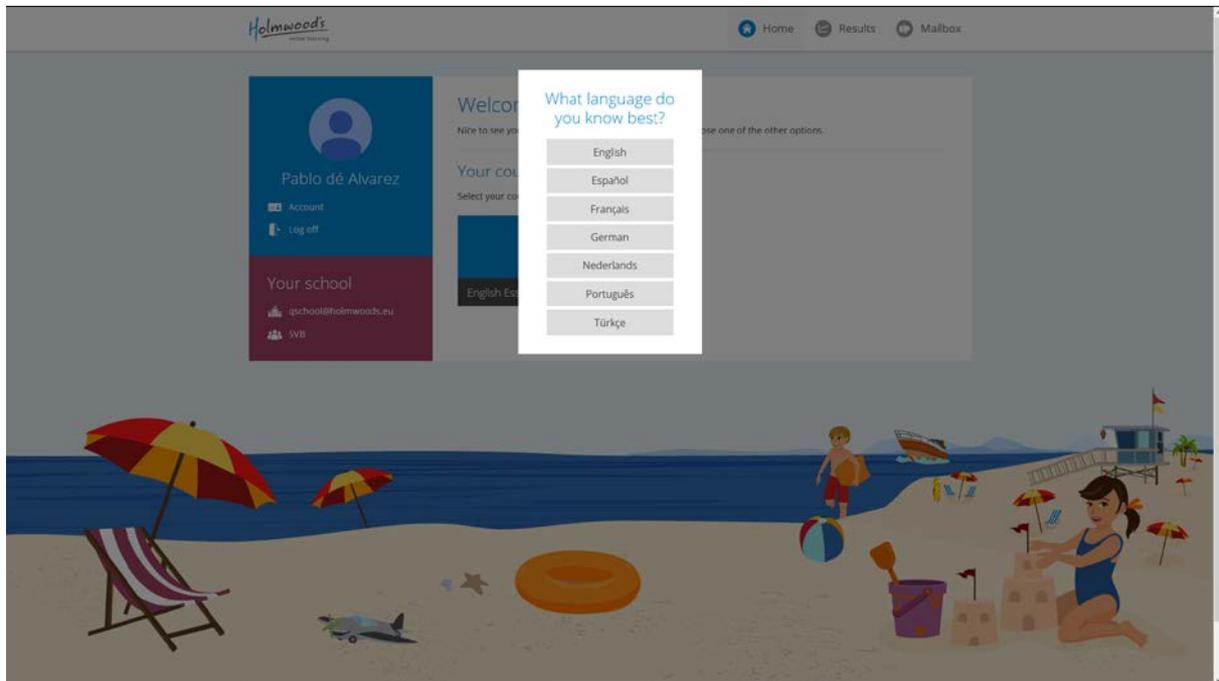
You can change your language at the bottom right of the screen.

Holmwood's websites require secure modern browsers. If you have problems with displaying the website or things not working, please check your browser here:

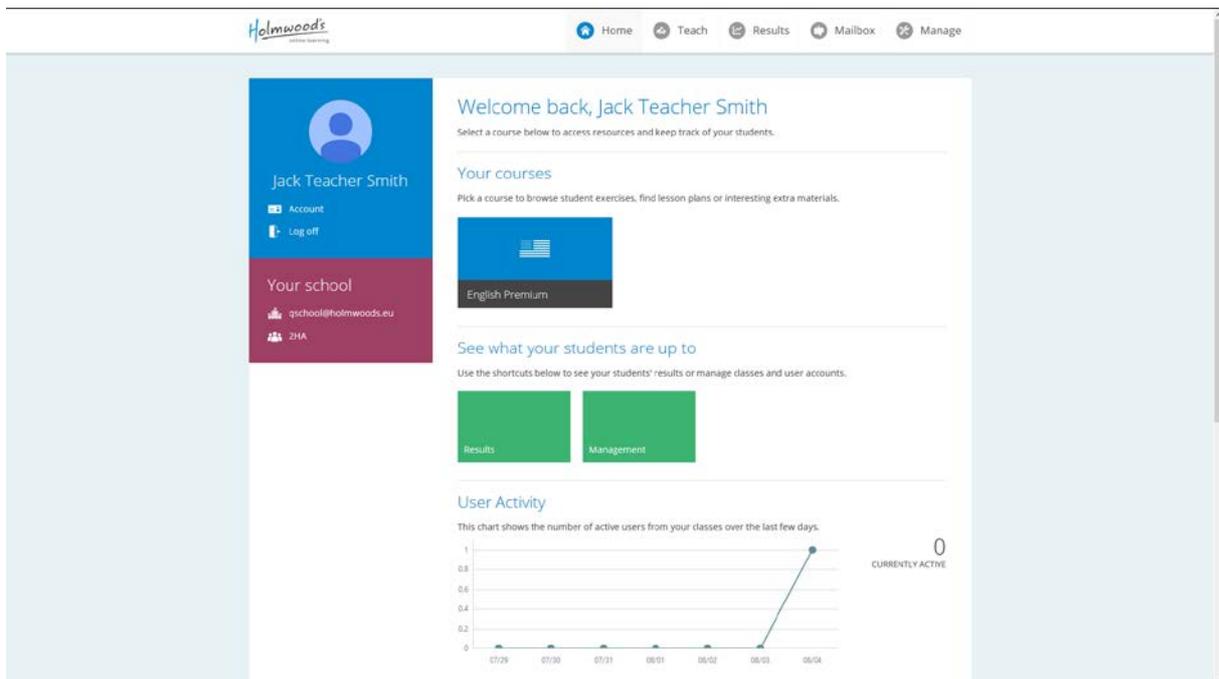
<https://learning.holmwoods.eu/About/Device> We recommend using Chrome, Firefox or Internet Explorer 11 or newer.

## Welcome screen

After logging you will see the welcome screen when logging in for the first time. Choose your native language shown on the pop-up window. It is important to for you and students to choose your native language and not English because the premium learning content uses this for the vocabulary translation function. Some exercises will not function correctly if you set your native language to English.



After making the language choice you will see your homepage.



## Browsing the teacher and student materials

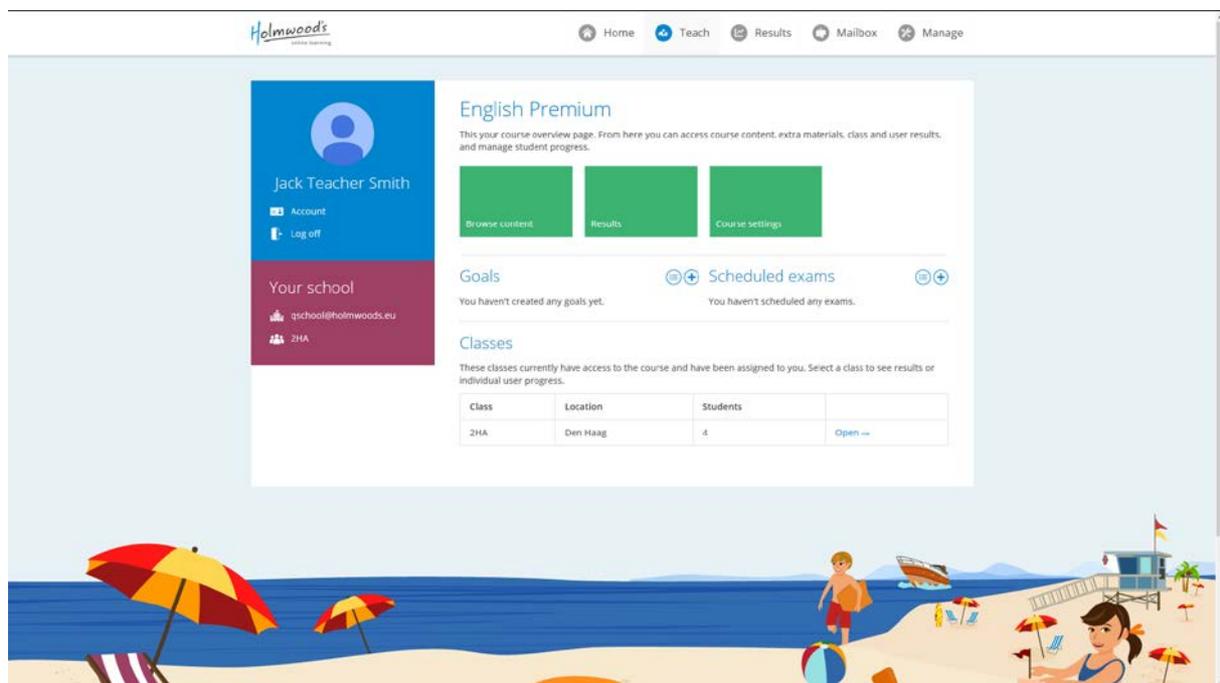
As a teacher it is possible to see materials exclusively for the teacher and the student exercises.

### English Premium

English Premium has a range of materials specifically for teacher and class use. Each unit contains downloadable materials such as a teacher guide and worksheets. Teacher guides contain flashcards that can be copied onto colored cards and laminated if desired. Units may also contain vocabulary lists and occasionally other materials.

The teacher also has access to smartboard exercises. These may be exercises that are also available to students and they may also be exercises that are exclusively available to teachers.

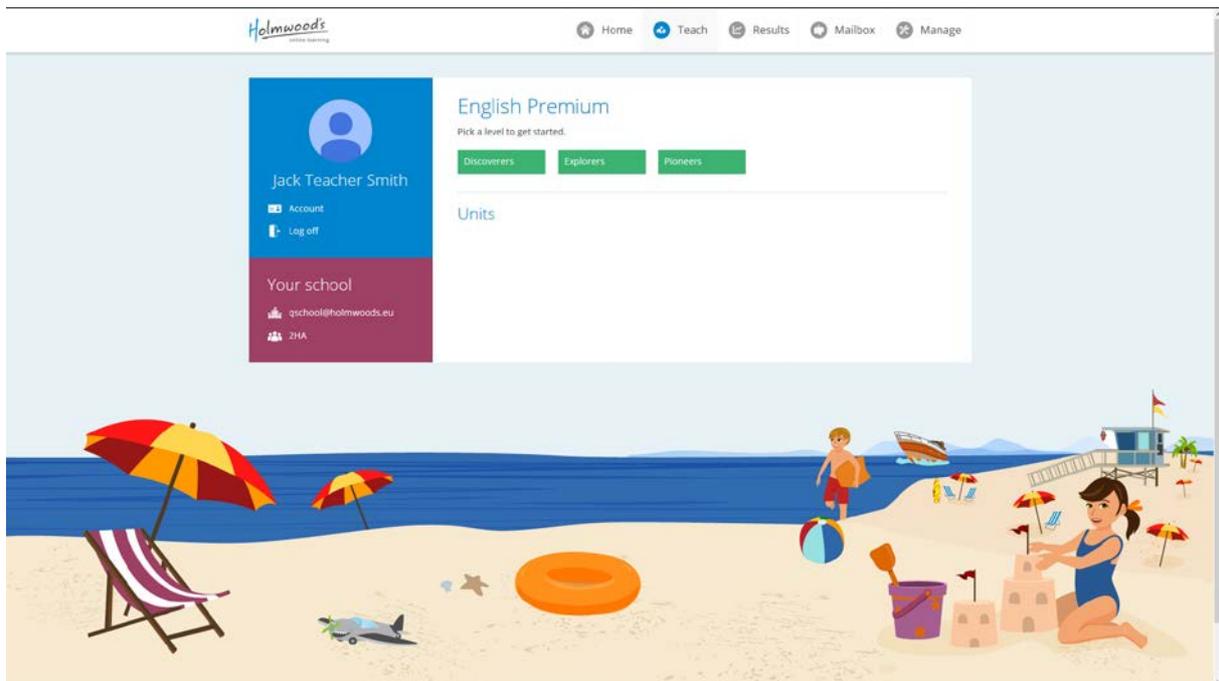
To view the teaching and learning materials go to “English Premium” and “Browse content”.



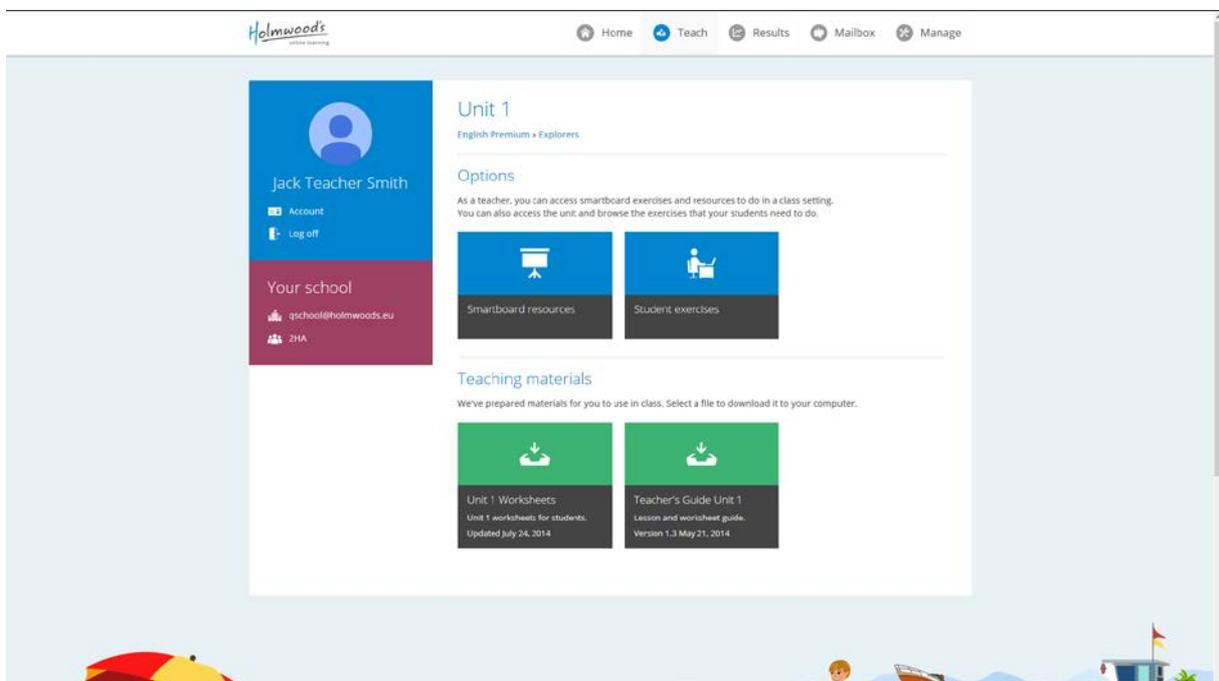
The screenshot shows a web interface for 'English Premium' by Holmwoods. At the top, there is a navigation bar with links for Home, Teach, Results, Mailbox, and Manage. The main content area is titled 'English Premium' and includes a user profile for 'Jack Teacher Smith' with options for Account and Log off. Below the profile, there is a section for 'Your school' with the email 'jschool@holmwoods.eu' and the class 'ZHA'. The dashboard features three green buttons: 'Browse content', 'Results', and 'Course settings'. There are also sections for 'Goals' and 'Scheduled exams', both indicating that no goals or exams have been created or scheduled yet. A 'Classes' section contains a table with one entry for class 'ZHA' at 'Den Haag' with 4 students. The bottom of the page features a colorful illustration of a beach scene with umbrellas, a lifeguard stand, and people.

Class	Location	Students	
ZHA	Den Haag	4	<a href="#">Open ...</a>

In the next screen you select the preferred Level. You may choose from the Pre-A1 levels Discoverers, Explorers and Pioneers.



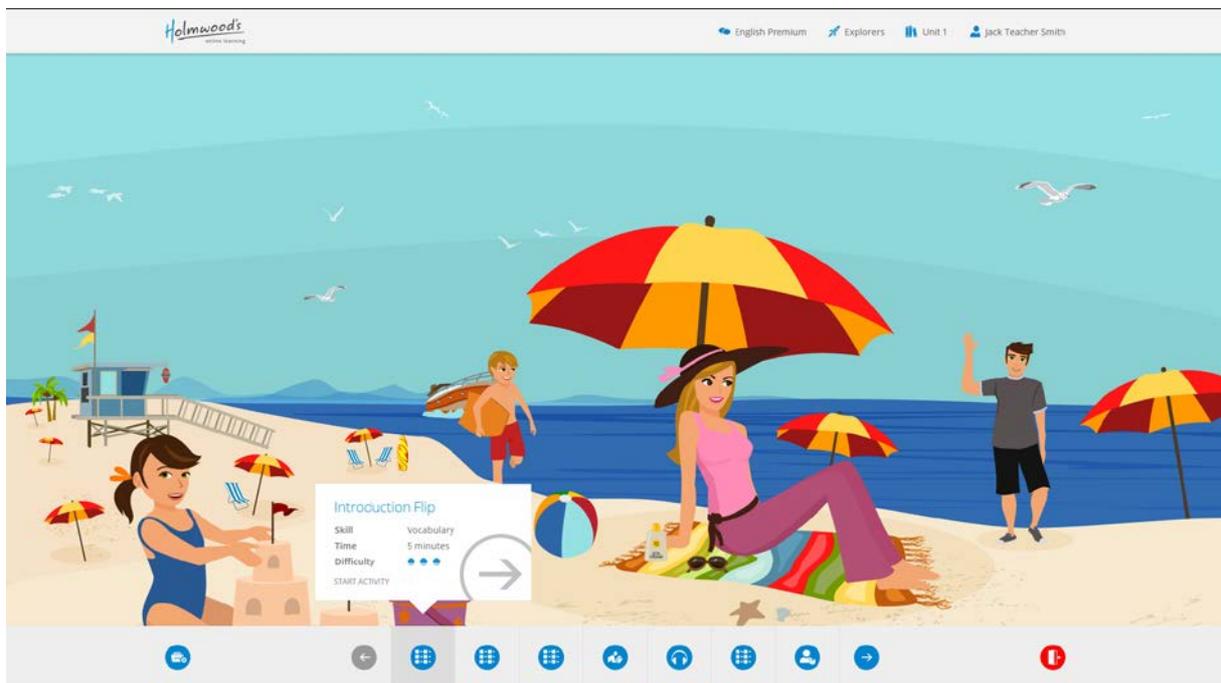
When you click on “Explorers” and select “Unit 1” you will see the following screen.



From this screen you can view smartboard exercises, student exercises and all the downloadable materials.

### Student Exercises

Teachers are free to navigate through the course as they wish, but students are guided by the program.



## English Essentials

Teachers can browse all exercises in the Essentials area. Depending on the settings, students may only be able to see exercises on their level except grammar exercises, which are all available regardless of the level.

To access the exercises go to “Teach” on the top menu and then click on “Browse content”

The screenshot shows the 'English Essentials' course overview page. At the top, there is a navigation menu with 'Home', 'Teach', 'Results', 'Mailbox', and 'Manage'. The main content area is divided into several sections:

- Test Teacher:** A blue sidebar with a user profile icon, 'Test Teacher' name, and links for 'Account' and 'Log off'.
- Your school:** A purple sidebar listing 'Holmwood House' and 'Chinese & English Premium, English Premium 1, English Premium 2, Essentials'.
- English Essentials:** A central white box with a title and a brief description. Below the title are four green buttons: 'Browse content', 'Results', 'Course settings', and 'Content control'.
- Goals:** A section stating 'You haven't created any goals yet.'
- Classes:** A section with a table of classes. The table has columns for 'Class', 'Location', 'Students', and an 'Open' button.

Class	Location	Students	
Essentials	Amersfoort	3	Open →

The background of the page features a colorful illustration of a beach scene with umbrellas, a lifeguard stand, and people playing.

From the screen below it is possible to access all listening reading and grammar exercises. From the dropdown menu you can filter the exercises by level or show all levels.

The screenshot shows the 'Listening' exercises page. At the top, there is a navigation menu with 'English Essentials' and 'Pablo de Alvarez'. The main content area is a white box with a title and a search bar. Below the title are ten exercise cards, each with a thumbnail image and a title. At the bottom of the page, there is a navigation bar with 'Listening', 'Reading', and 'Grammar' tabs, and a red '1' icon.

The 'Listening' page includes a search bar with 'Niveau: Explorers' and 'Zoeken:'. Below the search bar are ten exercise cards:

- Rebecca Moves video
- Chelsea & Nick - What are you looking at?
- Rebecca's Road Trip
- Farm Interview 1 MIC
- Chelsea and Nick - helping with homework
- Rebecca's Family
- Plants in the Desert Video TF
- Chelsea & Nick - Flat Tire
- Plants in the Desert - Animation
- Adventure Land Episode 1

The background of the page features a colorful illustration of a campsite with tents, a campfire, and people sitting around the fire.

## Virtual classes

As a teacher, you can only manage classes that are assigned to your teacher account. In English Premium, it is possible to divide classes up into different groups, based on student level or performance. To do this, go to "Teach" and choose "English Premium". On this page, you see a list of classes that are assigned to you. Click "New virtual class" to create a virtual class.

The screenshot shows the 'English Premium' course overview page. On the left, there is a sidebar for 'Demo Teacher' with options for 'Account' and 'Log off', and a section for 'Your school' listing 'Holmwood House' and 'English Premium 1, Essentials'. The main content area includes navigation buttons for 'Browse content', 'Results', and 'Course settings'. Below these are sections for 'Goals' and 'Scheduled exams', both indicating that no goals or exams have been created yet. The 'Classes' section features a search bar and a table of existing classes:

Class	Students	
English Premium 1	21	Open →
Virtual classes		
Level 1	3	Edit Delete Open →

At the bottom of the classes section, there is a link to 'Create a new virtual class'.

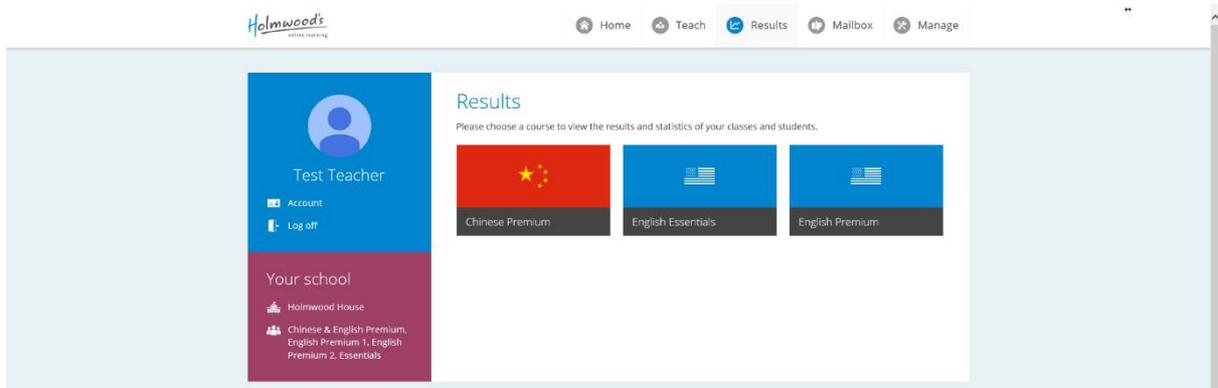
Name the virtual class, select the students you want to place in the virtual class by searching their names, and click "Submit". The virtual classes appear under "Virtual classes" in your class list and can be managed in the same way as regular classes.

The 'Create a new virtual class' dialog box contains the following fields and options:

- Class name:** Text input field containing 'Level 1'.
- Course:** Dropdown menu set to 'English Premium'.
- Students:** Search input field with a list of suggestions: 'Klaas Jansen', 'Jan de Jong', and 'Piet de Vries', each with a close button (X).
- Buttons:** 'Cancel' and 'Submit' buttons.

## Results

Results are shown in different ways. Premium results concentrate on how students are progressing through the course and Essentials results focus on the grades obtained and the number of grades obtained for the different skills. To access the results for a course, click on the top menu item "Teach", go to "Results" and click the relevant course.



### Color coding

Throughout the learning environment, a color coding is used to represent students' scores.

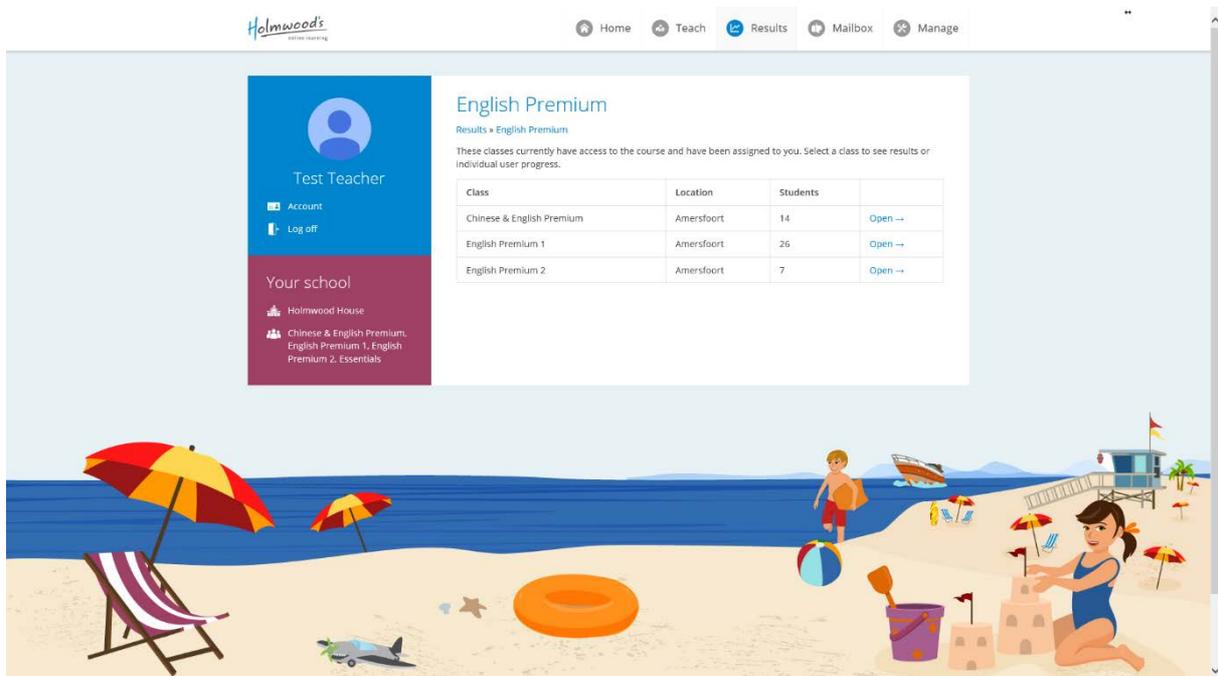
Scores including and above 75%: **green**

Scores between 55% and 75%: **orange**

Scores below 55%: **red**

### Premium Results

In the overview each teacher sees their own classes. Click on "Open" to see the class results.



## Premium Progress Report

The initial view is a general progress report. This shows the level of the student, the unit, and the percentage of the unit that has been completed.

For more detailed information click on the student's name. The traffic light indicator shows how well the student is doing.

The screenshot shows the 'Results - English Premium 1' page. On the left is a sidebar with 'Test Teacher' (Account, Log off), 'Your school' (Holmwood House, Chinese & English Premium, English Premium 1, English Premium 2, Essentials), and 'Results' (Progress report, Test results, Exercise results). The main content area has a navigation bar (Home, Teach, Results, Mailbox, Manage, Help) and a title 'Results - English Premium 1'. Below the title is a 'Progress report' section with a table of student progress. The table has columns for Name, Level, Unit, Progress, and a traffic light indicator.

Name	Level	Unit	Progress	
Mathilda Banfield	Explorers (Pre-A1)	Unit 2	0 %	🟡
Mirthe Bouman	Explorers (Pre-A1)	Unit 4	55 %	🟢
Iris Bouman	Explorers (Pre-A1)	Unit 2	30 %	🟢
Pauline van Brink	Explorers (Pre-A1)	Unit 2	0 %	🟡
Student CHE	Explorers (Pre-A1)	Unit 1	0 %	🟡
Zsófi Dovak	Breakthrough (A1)	Unit 1	50 %	🟢
Wim van Ginkel	Explorers (Pre-A1)	Unit 2	0 %	🟡
Fam de Groot	Explorers (Pre-A1)	Unit 2	0 %	🟡

This screen provides more detail on the student's progress. Click on a skill in the scorecard to get a detailed overview of the student's results for that skill.

The screenshot shows the 'Anne Roos de Korte Progress' page. The sidebar is the same as in the previous screenshot. The main content area has a navigation bar (Home, Teach, Results, Mailbox, Manage) and a title 'Anne Roos de Korte Progress'. Below the title is a progress bar showing 'Discoverers', 'Explorers', and 'Pioneers' levels. The 'Explorers' level is highlighted, and a progress bar shows units 1 through 13. Below this is a 'Scorecard' section with six skill cards: Listening (77%), Reading (76%), Vocabulary (85%), Speaking (--), Grammar (45%), and Writing (75%). Below the scorecard is a 'Recent activity' section with a list of activities, including 'Finished exercise Plants in the Desert Video TF with a score of 71.4' and 'Finished exercise Rebecca's Diary - Plants in the Desert 2 MC with a score of 76.9'.

You can also use the search function in the "Teach" menu to get access to a student's results immediately.

## Premium Test Results

By selecting "Test results" in the green menu on the left it is now possible to access the level tests' and the unit tests results. In the dropdown menu in the grey area marked as "Level", it is possible to choose which results are viewed. The default view with nothing selected will show the level results as shown below.

The screenshot shows the 'Results - English Premium 1' page. The left sidebar has a green 'Results' menu item selected. The main content area has a 'Level' dropdown menu set to 'Select'. Below it, the 'Test results' section shows a table of student scores for level tests.

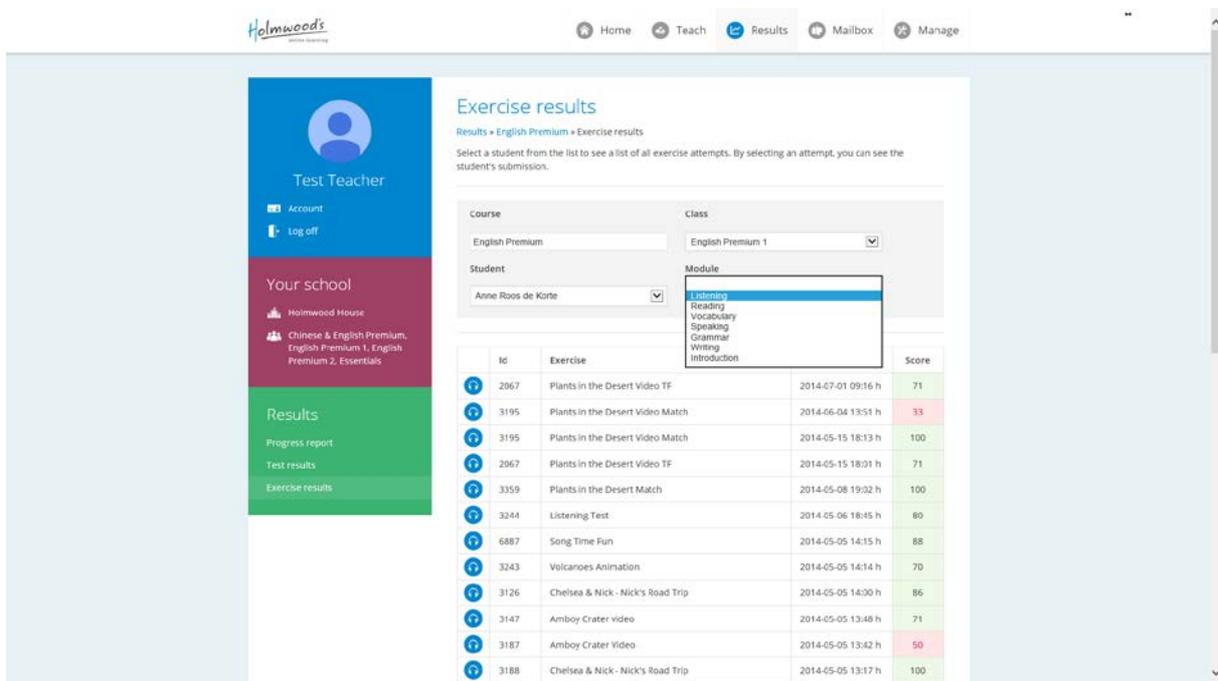
Name	Pre-AT (Discoverers)	Pre-AT (Explorers)	Pre-AT (Pioneers)
Mike Keressies		100	
Anne Roos de Korte		96	
Fam de Korte		72	
Willem Krijgsman		37	
Ilse Looijen		55	
Vanessa Medina		81	
Ruel Meesterburrie		27	
Student Mozaiek			
Chelsea and Nick			
Mike Paine			

By selecting a level from the dropdown menu it is possible to see the results of the unit tests within the level selected.

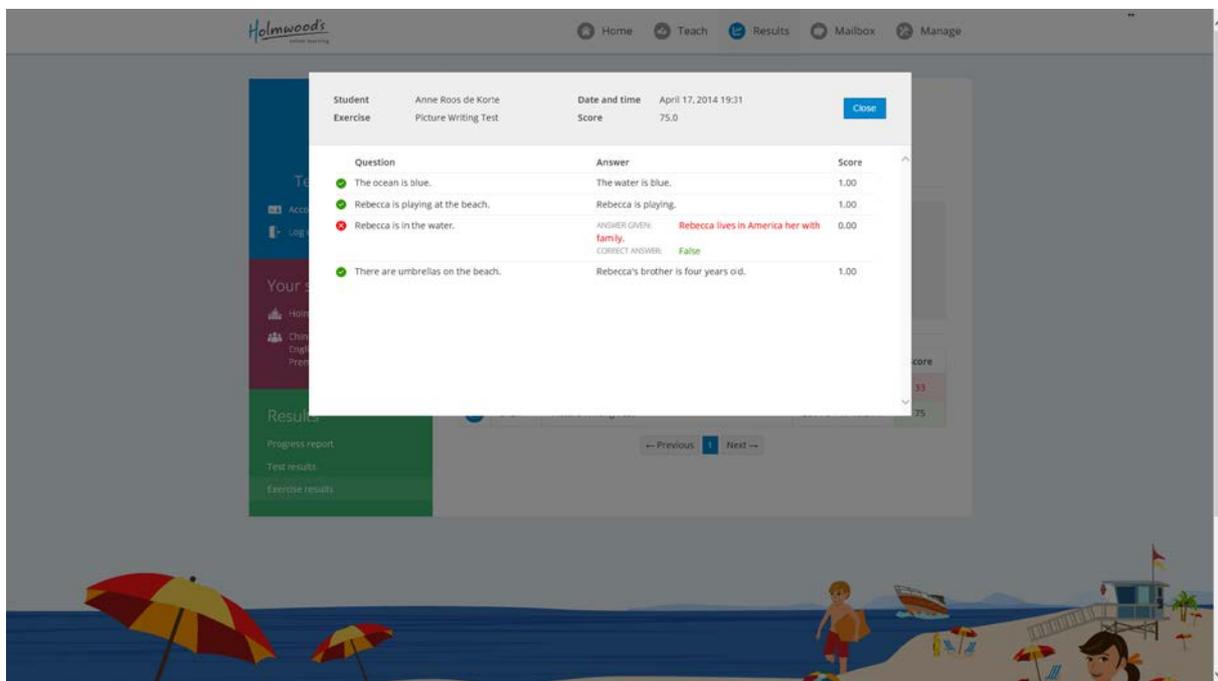
The screenshot shows the 'Results - English Premium 1' page with the 'Level' dropdown menu set to 'Explorers'. Below it, the 'Units' section has checkboxes for Unit 1 through Unit 13, with Units 1, 2, 3, 4, and 5 selected. The 'Test results' section shows a table of student scores for unit tests.

Name	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Mathilda Banfield	66				
William Banfield	76	68	63	81	
Iris Bouman	52	59	57	61	
Mirthe Bouman	82	79	73		
Pauline van Brink	84	85			

By selecting “Exercise results” in the green menu on the left it is possible to access all the results of the individual exercises. Using the dropdown menu it is possible to filter which results are viewed. The default view with nothing selected will show all results.



By clicking on an exercise, teachers can see which answers a student chose.



## Essentials Results

The first screen for the Essentials results shows the class and user results (Also shown in the green left hand menu). To gain access to the results click on “open”.

The screenshot shows the 'English Essentials' results page. The left-hand menu includes 'Test Teacher' (Account, Log off), 'Your school' (Holmwood House, Chinese & English Premium, English Premium 1, English Premium 2, Essentials), and 'Results' (Class and user results, Advanced search and export, Exercise results). The main content area shows the course title and a table of classes:

Class	Location	Students	
Essentials	Amersfoort	3	Open →

From this screen (below) there is a simple overview of the passes and fails within a class and also a column showing the amount of unique exercises. This is useful if students are allowed to do the same exercise multiple times. To check this setting go to: “[Retry policy](#)”. The same screen also includes a filter option and an export facility which allows results to be exported to an Excel document. This last option is the “Advanced search and export” function that can also be accessed from the left green menu.

The screenshot shows the 'Results - Essentials' page. The left-hand menu is the same as in the previous screenshot. The main content area shows a search filter section and a table of results:

Use results from: 2013/09/01 to 2014/08/26  
 What score per exercise should be used? Highest  
 Module: Listening  
 Advanced search and export → Submit →

Student	Level	Passed	Failed	Unique
English Essentials		0	0	0
Marrie Holmwood	Explorers	2	0	2
Essentials Tester	Explorers	0	0	0

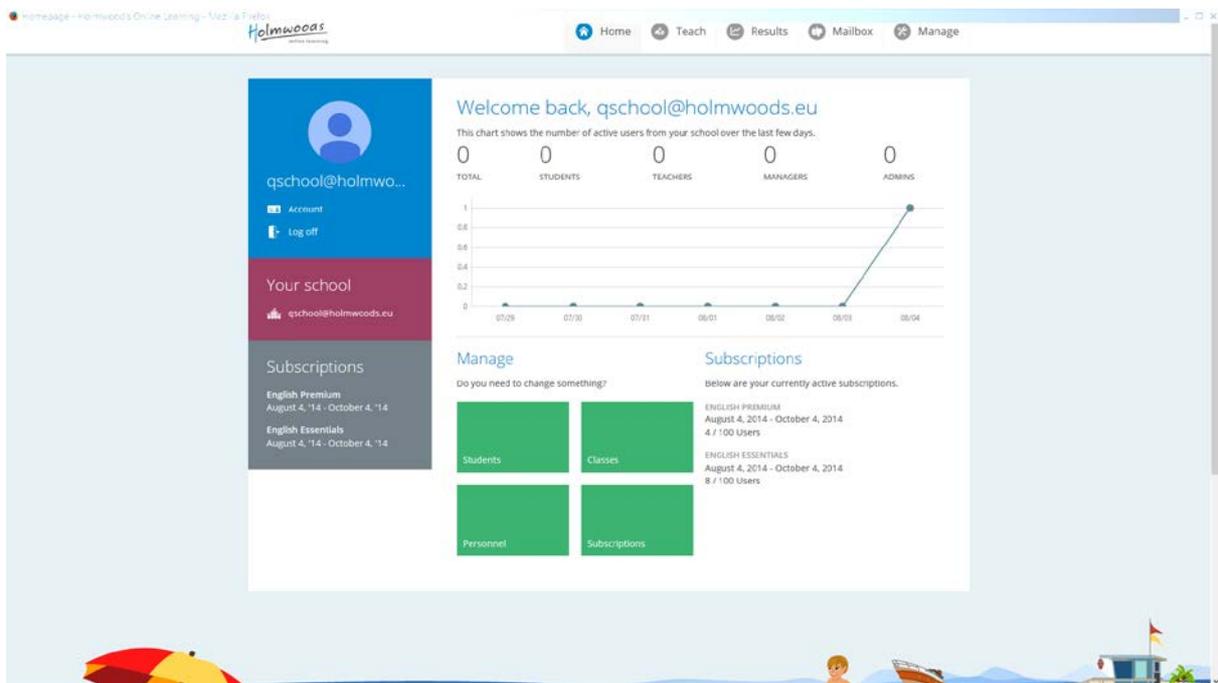
You can also use the search function in the “Teach” menu to get access to a student’s results immediately.

## Course settings (admins & teachers)

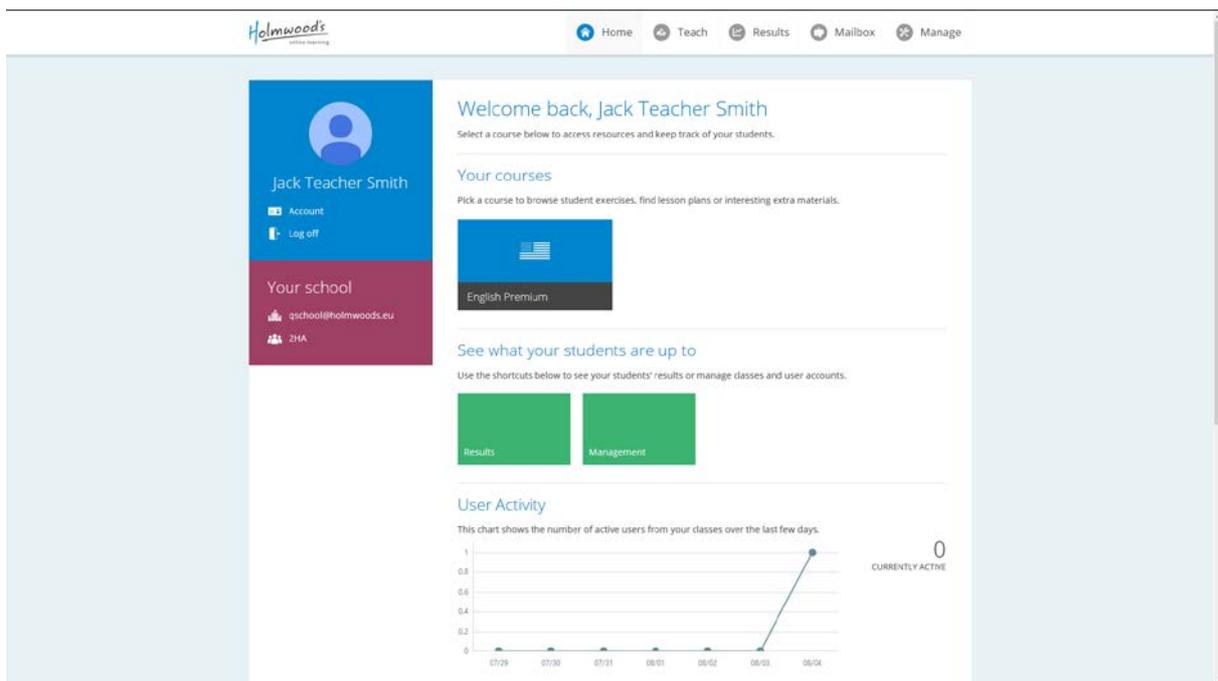
The Course settings can be adjusted from the admin and the teacher account. The admin can change the settings for any class within the school whereas teachers can only change the settings for their own classes.

The admin and teacher screens have some differences.

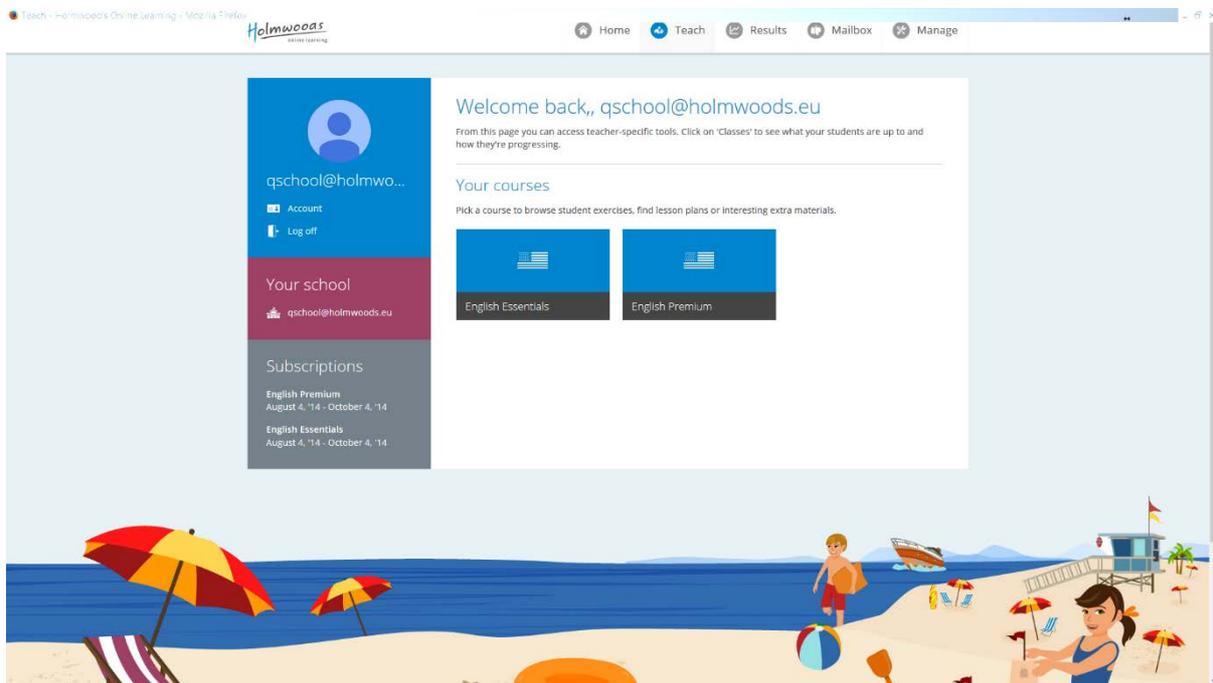
### Admin



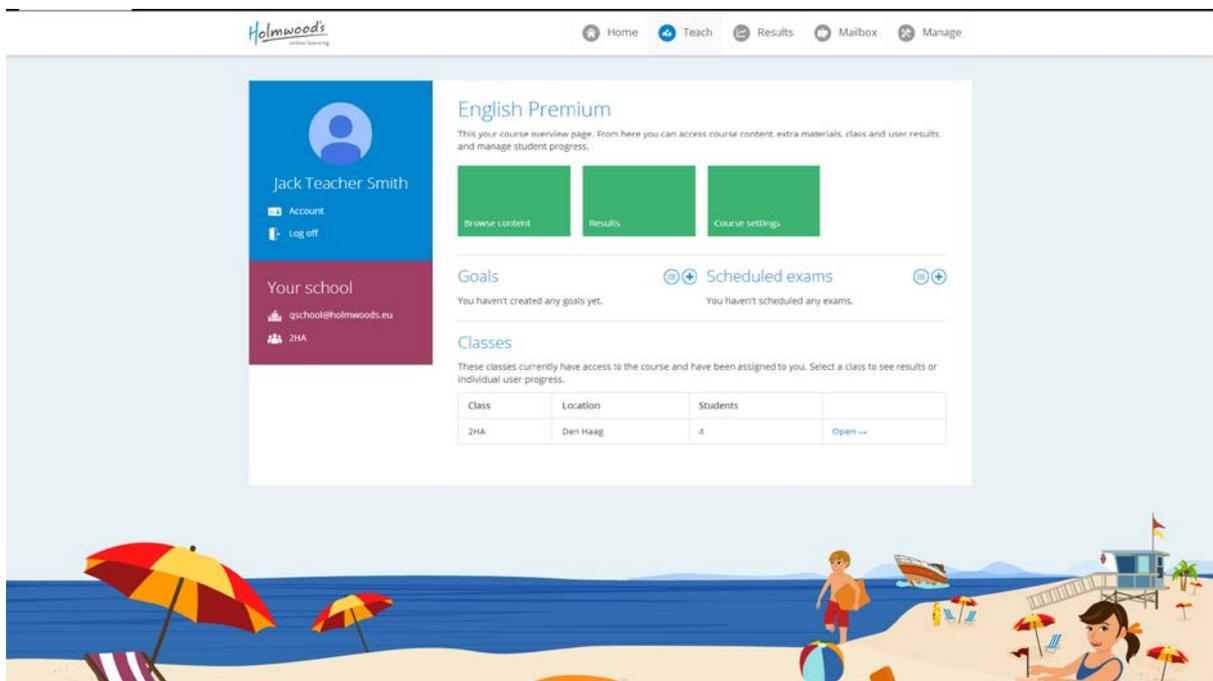
### Teacher



To change course settings go to "Teach" on the top menu. If the teacher or admin has two or more subscriptions they will first see this screen. They should then choose the course for which they wish to change settings.



If a teacher or admin only has one subscription they will go directly to this screen. Here they can click on "Course settings".

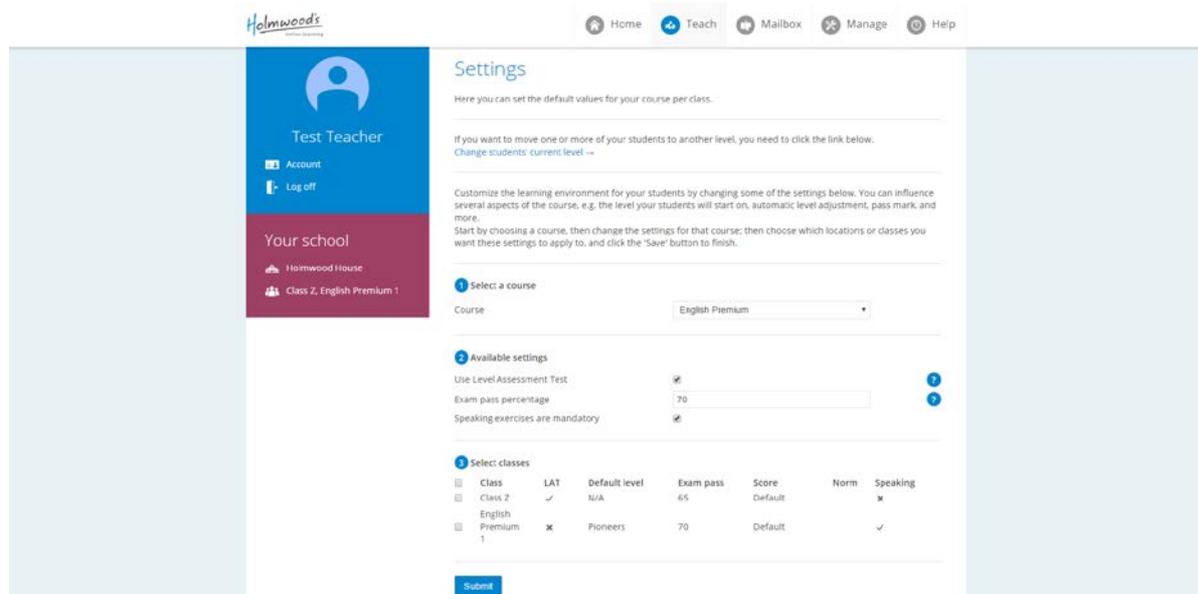


## Premium Course settings

[For Essentials course settings click here.](#)

Teachers and admins can adjust both class and student levels. The class level is the default start level for new students in a class. As soon as a student actually starts working, the student account will no longer respond to class level changes. You can find more information on how to change the class level [here](#).

From the setting page ensure that Premium is selected (step 1)



With step 2 you can choose if you allow students to use the “Level Assessment Test” (LAT).

### *Level Assessment Test (LAT)*

This is in an intake test which determines at which level a student should begin. It is only useful if the teacher is going to allow the student to work independently. If the teacher wants to keep the student on a particular level and in a particular unit, then the LAT should not be ticked.

### *Exam pass percentage*

Set the pass level for students. Holmwood’s recommends between 60% and 70% for Premium.

With Step 3 you select the classes for which you wish to apply these settings to.

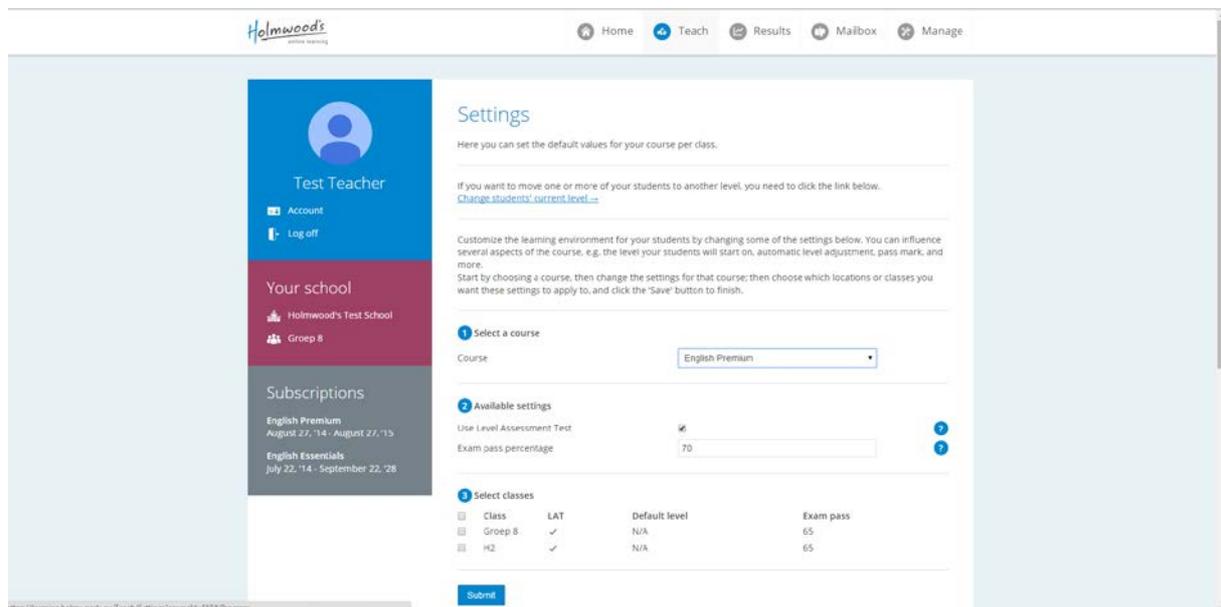
Finally you click “Submit” and the page refreshes allowing you to change settings for other classes or courses as necessary.

### *Speaking exercises are mandatory*

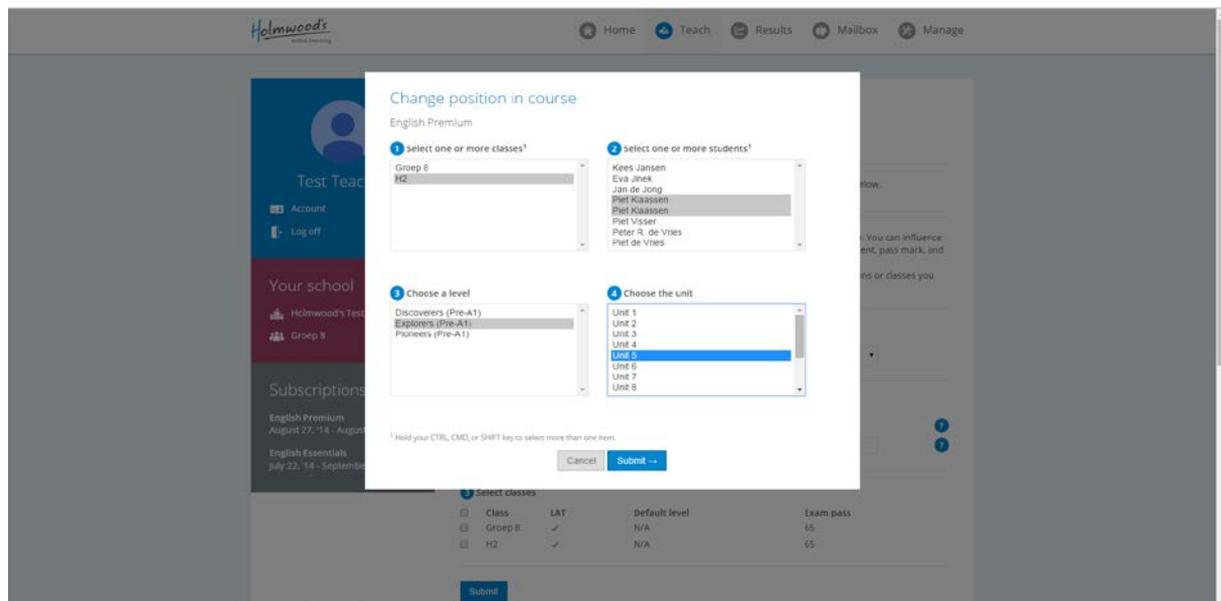
For the speaking exercises, a working microphone is needed. If no microphones are available, you can allow students to skip the speaking exercises. The exercises will still be available, but students don’t need to complete them. If the speaking exercises are optional, their color changes from blue to purple in the learning environment.

## Change students' current level

In order to change the current level of one or more individual students, click "Change students' current level".



Select the students whose level you want to change, choose the level you want and click "Submit".



## Essentials course Settings

To reach this page first read [Course Settings](#).

Teachers and admins can adjust both class and student levels. The class level is the default start level for new students in a class. As soon as a student actually starts working, the student account will no longer respond to class level changes. You can find more information on how to change the class level [here](#).

From the setting page ensure that Essentials is selected (step 1)

The screenshot shows the 'Settings' page for the 'English Essentials' course. The sidebar on the left contains user information for 'qschool@holmwo...' and 'Your school' details. The main content area is titled 'Settings' and includes instructions on how to change student levels and customize the learning environment. The settings are organized into three steps:

- Select a course:** A dropdown menu is set to 'English Essentials'.
- Available settings:**
  - Use Level Assessment Test
  - Limit exercise pool to users' level
  - Use Automatic Level Adjustment
  - Minimum level: [dropdown menu]
  - Exercise pass mark: 55
  - Retry policy: [dropdown menu]
- Select classes:** A table with columns for Class, LAT, Listening, Reading, Retry pol., and Pass mark.

<input type="checkbox"/>	Class	LAT	Listening	Reading	Retry pol.	Pass mark
<input type="checkbox"/>	SVB	✓	N/A	N/A	Fall	55
<input type="checkbox"/>	FCE	✓	N/A	N/A	Fall	55

A 'Submit' button is located at the bottom of the settings area.

### Step 2

#### *Use Level Assessment Test (LAT)*

This is in an intake test which determines at which level a student should begin. It is only useful if the teacher is going to allow the student to work independently. If the teacher wants to keep the student on a particular level, then the LAT should not be ticked.

If the LAT is not ticked two extra fields will become visible. These are the default start levels for new students. You can choose listening and reading independently

#### *Limit exercise pool to users' level*

If this function is disabled, students are free to do exercises from all levels. For younger students and schools we recommend keeping this option ticked.

#### *Use Automatic Level Adjustment (ALA)*

Students will automatically move between levels depending on their grades. If a student gets four consecutive marks of 8 and above, they will go up a level. If they get four consecutive marks of 4 and below, they will go down a level.



#### *Minimum level (only applicable in combination with ALA)*

You can set the lowest level that a student may reach. This is useful when the ALA is active. It will prevent students from going to the lowest level if they deliberately score low grades.

#### Default Level (Listening) (if LAT is not active)

This is the start level for new students in a class. If the student is an existing user they may have a personal level. The personal level overrules the class level.

#### Default Level (Reading) (if LAT is not active)

This is the start level for new students in a class. If the student is an existing user they may have a personal level. The personal level overrules the class level.

#### *Exercise pass grade*

The grade that is considered to be a pass grade. Holmwood's recommends between 55% and 70%

#### *Retry policy*

There are three options available after a student completes an exercise.

1. Students cannot retry any exercise after it has been completed regardless of the grade obtained.
2. Students can retry exercises that have a fail grade as determined by the "Exercise pass mark".
3. Students can retry all exercises regardless of the grade obtained.

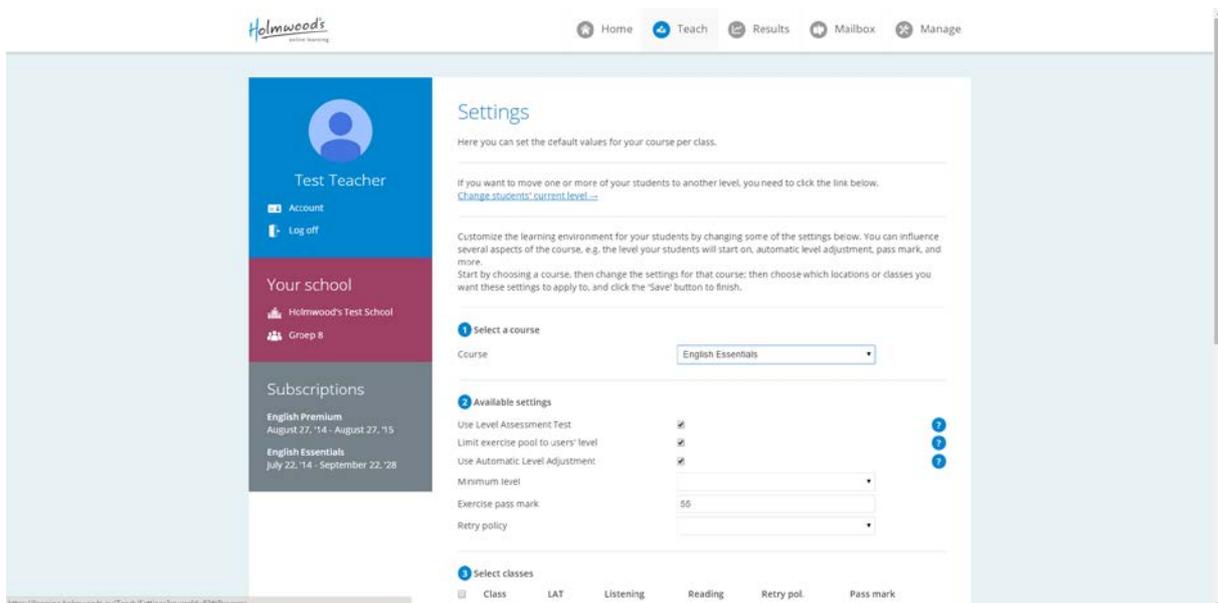
#### Step 3

Select the classes for which you wish to apply these settings to.

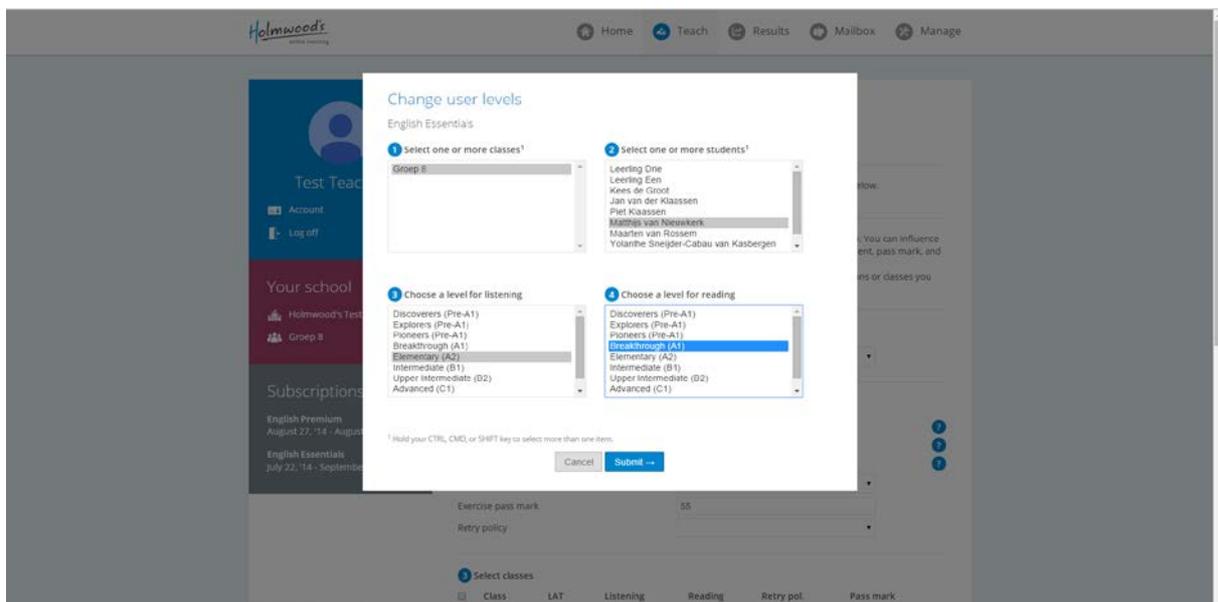
Finally you click "Submit" and the page refreshes allowing you to change settings for other classes or courses as necessary.

## Change students' current level

In order to change the current level of one or more individual students, click "Change students' current level".



Select the students whose level you want to change, choose the level you want and click "Submit".



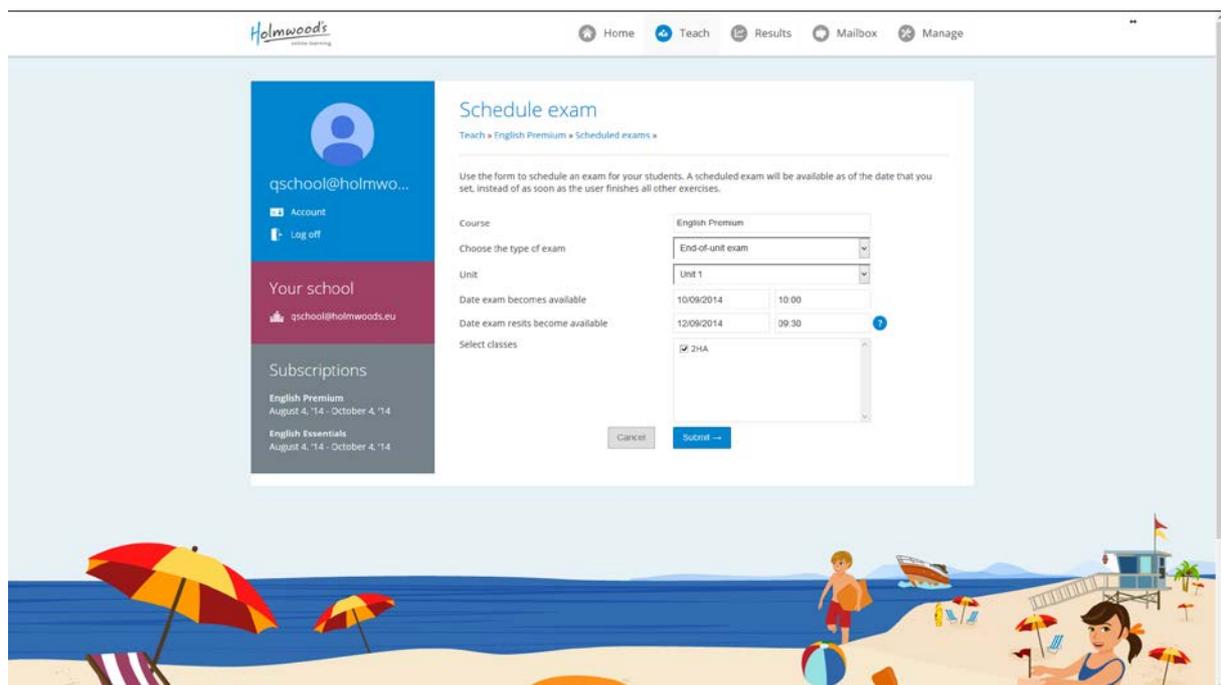
## Exams, tests, goals, rewards

At the end of each unit there is a test. Students must do all the exercises in a unit before they can do a test. If a student fails a test once, they can retake the parts that they failed. They will generally be presented with an alternative version of the test. If a student fails the test a second time they will be moved back to the beginning of the unit and will need to complete all the exercises again before they can retake the test. Unit tests should take less than 15 minutes. Level exams can take up to 60 minutes.

### Scheduling exams and tests (Premium Only)

You can schedule tests and exams so that students do them at a time of your choosing. Holmwood's recommends that teachers do tests and exams in a controlled environment when possible. If you do not schedule a test or an exam, they will be open to students to do when they please.

The exam scheduling settings can be found by navigating to "Teach" in the top menu and then if you have more than one course select the premium course for which you wish to set an exam. Click on the "+" next to "Scheduled exams" to create a new scheduled exam. Click on the list icon to see the list of scheduled exams.



The screenshot shows the 'Schedule exam' interface. At the top, there is a navigation bar with 'Home', 'Teach', 'Results', 'Mailbox', and 'Manage'. The main content area is titled 'Schedule exam' and includes a breadcrumb trail: 'Teach > English Premium > Scheduled exams >'. Below the title, there is a brief instruction: 'Use the form to schedule an exam for your students. A scheduled exam will be available as of the date that you set, instead of as soon as the user finishes all other exercises.'

The form fields are as follows:

- Course:** English Premium
- Choose the type of exam:** End-of-unit exam
- Unit:** Unit 1
- Date exam becomes available:** 10/09/2014 10:00
- Date exam resits become available:** 12/09/2014 09:30
- Select classes:** 21A

At the bottom of the form are 'Cancel' and 'Submit' buttons. On the left side of the interface, there is a sidebar with user information (qschool@holmwo...), account options (Account, Log off), school information (Your school, qschool@holmwoods.eu), and subscription details (English Premium, August 4, '14 - October 4, '14; English Essentials, August 4, '14 - October 4, '14). The background of the page features a beach scene illustration.

You can select either a unit test or a level exam. Select the date and time which you wish for the exam to become available. You have the option to select a second date and time for a re-sit to become available. This is useful if students failed the first exam. Re-sits are normally different from the first exam.

## Goals

Goals can be used to stimulate students to complete a required number and type of exercises. The goals feature is available in Premium and Essentials but with some differences.

Goals can be found by navigating to "Teach" in the top menu and then if you have more than one course select the course for which you wish to set a goal. Click on the "+" next to "Goals" to create a new goal. Click on the list icon to see the list of created goals.

Teachers can create goals for the classes that are assigned to them. School admins can create goals for all classes, but we recommend to let the teachers create goals themselves for maximal effectivity.

### Premium Goals

In English Premium, you can choose from two types of goals.

- **Point in course:** This type of goal lets you set a part of a certain unit that students need to complete. This type of goal can be used for classes in which all students work on the same level and in the same unit.
- **Number of exercises:** This type of goal lets you set a fixed number of exercises that students need to complete. This type of goals can be used in classes in which each student works on their own level and pace.

**Inform students:** By ticking this box students will be informed by both mail and on their Holmwood's profile.

The screenshot shows the 'Create a new goal' interface. On the left is a sidebar with user information for Marijn de Testdocent, school details for Holmwood's Test School, and subscription information for English Essentials and English Premium. The main area contains the form with the following fields:

- General**
- Course: English Premium
- Name: June 2016
- Type of goal: Point in course (selected from a dropdown menu)
- Due date: (empty)
- Students need to complete unit: (empty)
- Percentage of unit that needs to be completed: 20
- Select classes: Groep 8, Groep 9, Testklas (checkboxes)
- Inform students: (checkbox)

Buttons for 'Cancel' and 'Submit' are at the bottom right.

The screenshot shows a web interface for creating a goal. On the left is a sidebar with a user profile for 'qschool@holmwo...', school information, and a list of subscriptions including 'English Premium' and 'English Essentials'. The main area is titled 'Create a new goal' and contains a form with the following sections:

- General:** Course (English Essentials), Name, Start and end date.
- Number of exercises to complete:** A numeric input field.
- Modules:** A list of checkboxes for Listening, Reading, and Grammar.
- Select classes:** A list of checkboxes for SVB and FCE.
- Inform students:** A checkbox.

At the bottom of the form are 'Cancel' and 'Submit' buttons. The interface also features a navigation bar at the top with links for Home, Teach, Results, Mailbox, and Manage.

In English Essentials, you can set a number of exercises to be completed with a pass grade. The pass grade will either be the system default or the grade that you as a teacher or school admin have set in the [settings area](#).

**Modules:** Select the modules for which you wish to create a goal. Tip: It is best to only select one module per goal. If you wish students to do more than one skill, it is better to create individual goals for each skill.

**Inform students:** By ticking this box students will be informed by both mail and on their Holmwood's profile.

### Rewards

When a student does an exercise they are awarded x amount of points, regardless of the score.

#### Gold Medal

Students receive this medal for exceptional performance. In order to get this medal, students will need to do 25 consecutive exercises with a grade of 8 or higher.

#### Learners Award

This is an award for students making a good effort. They will receive this award when they have got 10 scores of 60 and above.

#### Listening Pro

This award is for students who are good at listening. They need to obtain 10 consecutive grades of 8 and above for listening exercises.

#### Reading Pro

This award is for students who are good at reading. They need to obtain 10 consecutive grades of 8 and above for reading exercises.

## Vocab Pro

(Premium only) This award is for students who are good at learning vocabulary. They need to obtain 10 consecutive grades of 8 and above for vocabulary exercises.

To get access to the rewards of a class, go to "Results", open up the class and click "Rewards" in the green menu on the left. You can limit the date range for which you want to see the rewards by using the "Use rewards from" option.

The screenshot shows the 'Class Groep 8' rewards page. The left sidebar has 'Rewards' highlighted in green. The main content area shows a table of student rewards:

Student	Highscore	Medals	
Khalid Bouhlarouz	411	0	<a href="#">Open --&gt;</a>
Kees van Dalen	30	0	<a href="#">Open --&gt;</a>
Leerling Drie	170	0	<a href="#">Open --&gt;</a>
Leerling Een	709	0	<a href="#">Open --&gt;</a>
Kees de Groot	0	0	<a href="#">Open --&gt;</a>
Kees Jansen	0	0	<a href="#">Open --&gt;</a>
Steven Jansen	120	0	<a href="#">Open --&gt;</a>
Eva Jinek	0	0	<a href="#">Open --&gt;</a>
Jan de Jong	0	0	<a href="#">Open --&gt;</a>
Piet Klaassen	0	0	<a href="#">Open --&gt;</a>
Wim de Kot	0	0	<a href="#">Open --&gt;</a>
Matthijs van Nieuwkerk	0	0	<a href="#">Open --&gt;</a>

To see the rewards of individual students, click "Open" in the class reward list. You will get a detailed overview of the students' points and medals.

The screenshot shows the detailed view of a student's rewards. The 'Medals' section displays a grid of medals with their respective counts:

Medal	User	#1
GOLD MEDAL	0	0
Good Effort	0	0
LEARNERS AWARD	0	0
LISTENING PRO	0	0
READING PRO	0	0
VOCAB PRO	0	0

The 'Scores' section shows a high score of 709.

## Content control (Essentials only)

As a teacher, you might want to block access to certain content for your students. You can do this by going to "Content control" in the "Teach" menu. To block exercises for all classes, just tick the exercises you wish to block and click "Disable selected exercises for all classes". If you want to

block an exercise for one or more individual classes, click “Configure” and select the classes for which you want to block the exercise.

Content control

For several reasons, you might want to block certain material for your students. Find exercises below and click to disable or enable them.

Listening Reading Grammar

Filter exercises

Filter by exercise name: \_\_\_\_\_

Show all levels

Show both disabled and enabled exercises Search

#	Exercise	Level	
4745	A Bad Storm	Pioneers	Configure
8101	A Baker	Intermediate	Configure
8222	A Baker	Breakthrough	Configure
7971	A Birthday Party	Pioneers	Configure
11347	A Birthday Party Invitation	Discoverers	Configure
8073	A Farmer's Wife	Intermediate	Configure

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LANGUAGE ENGLISH

## Messaging

From the top menu you can access the mailbox. From here it is possible for teachers to send messages to, and receive messages from students in their classes. It is possible to send a mail to a complete class or select a single or multiple students.

## Before Starting the Premium Course

### Students at an educational institution

Normally a teacher or school admin would place the student on a level. However it is also possible for students to take the assessment test and be automatically placed on a level in the course that is applicable for them. Allowing students to take the assessment test implies that the teacher is prepared to allow students to progress through the course at their own pace.

### Working through levels

The course consists of levels and units. There are 10 levels. Each level contains between 10 and 15 units. A unit consists of between 30 and 60 exercises. The time to complete a unit varies considerably, but an indication would be between 2 hours and 6 hours. Factors such as student ability and speed should be taken into account.

Students will start the course at the beginning of a unit. The student will be presented with 3 exercises. They should choose one of them. Once an exercise has been completed, another exercise will become available, so that there are always three exercises from which a student can choose.

Holmwood's recommends that students work in the order in which the exercises are presented. This aspect of the course is important. There is a clear buildup of information within the course. Vocabulary is generally taught before students are exposed to texts and audio content with new words and phrases.

In the table below you can see how Holmwood's levels compare to the major international levels.

CEFR	Holmwoods	Anglia	TOEFL (IBT - Internet based test)	TOEFL (Paper based test)	Cambridge	IELTS
C2	Proficiency	Masters	120	677	CPE	9
C1	Advanced	AcCEPT Proficiency	110-120	637-673	CAE	8 7,5 7
B2	Upper Intermediate	Advanced	87-109	567-633	FCE	6,5 6 5 4,5
B1	Intermediate	Intermediate Pre-intermediate	67-86	517-563	PET	4
A2	Elementary	Elementary			KET/Flyers	
A1	Breakthrough	Preliminary			Movers	
	Pioneers	Primary			Starters	
	Explorers					
	Discoverers	Junior				
	Beginners	First step				

**Note:** February 2016. The levels B2 and upwards are not yet available.

## Levels and school years

With Holmwood's it is not necessary to align school years with levels. Traditionally schools assigned levels to a school year or grade, but this was only because there was no other easy alternative. In reality students of one class are not all on the same level.

As a school you are free to spread one level across any period of time, whether that be 18 months or just 4 months – It is your choice.

For Example: If you start in Year 5 with Discoverers and you want to be finished with Pioneers in Year 8, you can spread one level across two school years. However if you want to achieve the same result, but start in year 6, then each year the students would need do one complete level.

Year 5	Year 6	Year 7	Year 8
Discoverers t/m 8	Explorers t/m 7	Pioneers t/m 4	Pioneers t/m 10

Year 6	Year 7	Year 8
Discoverers	Explorers	Pioneers

Holmwood's allows schools to be flexible. These are just examples and it is possible to choose other scenarios. For advice on this or any other matter please contact us.

## Exercises Types: Compulsory, Remedial and Advanced

There are three groups of exercises. There is the main core of material which is compulsory for all students. These exercises must be completed before a student is permitted to take a test.

For students who score low grades extra exercises of a simpler nature will be added to the course to ensure that they receive more practice. These exercises will only become visible to students who score low grades and will not be generally available, also not to teachers (unless they also score low grades!)

For students who work quickly and score good grades there are optional extra exercises that are generally more challenging. These can be accessed on demand from the left side of the menu bar in the learning area.

## Individual learning and lessons

When the course is part of a taught course, it is important that the student is ahead of the taught lessons. Worksheets that are provided for taught classes are generally based on the assumption that students will have done the relevant exercises prior to the taught class. This is related to the principle of input before output. You should generally think of input as being the passive skills and output as the active ones. The input comes first from the content and exercises online. In class there is opportunity for output which is based on what the student has previously learned from the online exercises.

## **Differentiated Learning**

Differentiation is of particular importance in primary education. A typical class will contain children of all abilities. English Premium is ideally suited for this situation and offers ample scope to differentiate by ensuring that the student is the center of the learning process.

Take these three cases.

1. A student is given a high degree of freedom to work through English Premium at school and at home. As a teacher you set a minimum goal that the student(s) must attain. If the student wishes to go further, there is no restriction. Tests are open and the student can take them when he or she is ready.

In the classroom you teach up to the minimum goal. Of course you can take into account the differences in level within the class and adapt the lessons as necessary.

2. You create two or three groups within the class, each group at a specific level for English. For each group you make an individual plan and set of deadlines. Providing there are sufficient devices for students to work on English Premium, you can give instruction to one group while the other groups work independently online.
3. You choose for minimal differentiation and keep the class together. You allow the quicker students to use the extra advanced material which is available in every unit while the slower students catch up.

The tests and exams are set to be open at times determined by yourself so that all students will do the tests together. Only after the tests are completed can students progress to the next level.

It is of course possible to combine these suggestions or to organize other possibilities. The choice is yours to make.

## **Teacher Material**

In each unit there is a downloadable teacher guide, a set of worksheets, flashcards and vocabulary list. Together with the online course, this forms a complete course that can be taught at school or other educational establishment. Teacher material can be downloaded and printed and laminated as required.

## **Results**

Students and teachers can see the results and progress. Holmwood's advises teachers not to concentrate overly on individual results, but rather be guided by the general trend.

## General and didactical information about the courses

There are two main types of course. The Premium courses and Essentials courses. Both types of course can be used by educational establishments, businesses and individuals. Courses purchased by educational establishments and businesses come with an advanced student, teacher and class management system that can also be connected to external student management databases. All courses are online.

### **Premium Courses**

Premium courses are complete guided courses that can be used with or without a teacher. Premium courses come complete with downloadable lesson material for educational establishments and businesses.

### **Essentials Courses**

Essentials courses are training courses that focus on improving reading, listening and grammatical skills.

## **Introducing English Premium**

Language: US English, with elements of other varieties of English.

The course is based on a story. At the lowest levels it is about a young girl called Rebecca who lives with her Dutch parents in America. As the story develops other characters are brought in to appeal to a wide range of interests and ages.

The course is based on the communicative principle of language learning. Students learn English by being exposed to it and working with it. Grammar is generally learned implicitly although grammar lessons may be followed as an option at lower levels. "Essential" grammar is compulsory at higher levels, but this is a minor part of the course.

### **Skills**

Holmwood's Premium teaches students the following:

- Reading
- Writing
- Spelling
- Listening
- Speaking and Pronunciation
- Vocabulary

There are well over 30 different exercise types. Some are well known such as multiple choice, gap, true/false etc. Some skills are best trained with a limited amount of exercises types while others can be trained using a wide variety of exercises. Below the different skills are listed with a description of training method if this is unique to Holmwood's.

**Reading** is provided with various kinds of text. In the lower levels these are mainly in the form of diary type entries and simple informative texts.



**Writing** is practiced by:

Word order exercises. Words are dragged in the correct order to form sentences.

Short open questions. Short answers are written which Holmwood's Premium will check against a list of possible answers.

Letter or text writing. Students are given clear assignments to write letters or texts. The letters or texts are then typed into the web browser. On completion the submitted letters or texts will be checked firstly by the program and then by a person. The checked letters or texts will then be made visible to the student and teacher (where relevant) with accompanying comments.

**Spelling** is practiced with a specific spelling training exercise.

**Listening** is practiced by doing exercises with:

- Videos
- Video animations
- Audio
- Audio and text combined

### **Speaking and pronunciation**

Speaking and pronunciation are trained together in one application. Students listen to a native speaker and then try to copy them as best they can. The student's imitation is recorded so they can compare what they say, to the native speaker's voice. Once the student is satisfied they can move to the next word or sentence. The last recording made by the student is saved so that both teacher and student can review it at a later time.

**Vocabulary** is trained within an intelligent trainer that learns which words students struggle with and which ones they learn quickly or perhaps already know. Periodically even the easier words are recycled to ensure that nothing is forgotten. The vocab trainer consists of learning and testing exercises which are placed strategically throughout the course.

Vocabulary is trained and tested using written words both in a context sentence and on their own. Students must also listen to the words and sentences being spoken. Finally each context sentence is illustrated with an image. Using these three forms of input helps students to remember words more easily.

### **Integration**

Holmwood's Premium is highly integrated. Each unit has been created to ensure that students retain the information that is learned. A typical problem with learning is that without constant reviewing we forget the majority of what we have learned. This is known as "the forgetting curve" (Memory: A Contribution to Experimental Psychology Hermann Ebbinghaus (1885)).

Holmwood's Premium is created to reduce the effect of forgetting by constantly recycling vocabulary and grammar structures in various ways so that repetition does not become boring. Exercises are kept short and varied. There are over 30 different types of exercise. Vocabulary and grammar that is learned is introduced into speaking and writing exercises so that passive knowledge becomes active knowledge and skill.

## **Gamification**

Points awards and medals are awarded to students for good effort and grades. Not only will the points and medals stimulate students to perform well, but as a teacher you can increase the value by creating class or inter-class competitions with your own rewards.

## **Introducing English Essentials**

English Essentials provides students with a wide variety of training videos, texts and grammar lessons. The didactical concept is to expose students to authentic English and to check their understanding by comprehension exercises.

The materials are spread across nine levels. These stretch from Pre A1 to C2.

## **More information?**

Any questions or comments, please contact us!

Mail: [support@holmwoods.eu](mailto:support@holmwoods.eu)

Phone: +31 (0)30 32 00 079

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holmwoods.eu • [info@holmwoods.eu](mailto:info@holmwoods.eu)

